# Screen Ireland’s Records Retention Schedule

# Approved 28th February 2019

# 1st Update 19th November 2019

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| **Classes of Records held by the Screen Ireland offices/units** | **Default retention period** | **Final disposition** |
| **Funding including:** |  |  |
| Applications |  |  |
| Unsuccessful Production Applications | 3 years (limited data) | Shred paper files, delete cloud files, delete digital files,database intact |
| Successful Production Applications | Indefinitely | Archive |
| Unsuccessful Development Applications | 3 years (limited data) | Shred paper files, delete cloud files, delete digital files,database intact |
| Successful Development Applications | Indefinitely | Archive |
| Unsuccessful Distribution Applications | 3 years (limited data) | Shred paper files, delete cloud files, delete digital files,database intact |
| Successful Distribution Applications | Indefinitely | Archive |
| Unsuccessful Shorts Applications | 3 years (limited data) | Shred paper files, delete cloud files, delete digital files,database intact |
| Successful Shorts Applications | Indefinitely | Archive |
|  Co-production Approvals | Indefinitely | Shred paper files, delete cloud files, delete digital files,database intact |
| Readers reports | 24 months | Shred paper files, delete cloud files database intact  |
| **Selection Panels:** |  |  |
| Selection Panels: |  |  |
| Production and Development Meetings | 1 Year | Shred paper files and delete digital files |
| Selection panel’s recommendations (PMR) | Indefinitely | Shred paper files and delete digital files |
| **Contracts:** |  |  |
| Contracts: |  |  |
| Production Contracts | Indefinitely | Archive |
| Development Contracts | Indefinitely | Archive |
| Distribution Contracts | Indefinitely | Archive |
| Shorts Contracts | Indefinitely | Archive |
| **Production Paperwork:** |  |  |
| Call sheets | Deleted after year end | Shred paper files and delete digital files |
| Progress Reports | Deleted after year end | Shred paper files and delete digital files |
| Cast & Crew Lists | Indefinitely | Archive |
| Cost Reports | 7 years | digital files |
| **Contributions to Organisations including:** |  |  |
| Funding Agreements:* Creative Europe
* Festivals
* International Festivals
* Industry Guilds
* Irish Film Archive
* One Off Projects
 | Indefinitly | Shred paper files and delete digital files |
| Eurimage (received by Eurimages Rep from Screen Ireland):* Applications for production support
* Miscellaneous funding requests
* Annual reports
 | Deleted after decision made | Shred paper files and delete digital files |
| **Finance Records including:** |  |  |
| Accounts payable* Invoices
* VAT Records
* Tax Clearance Certs
 |  7 years | Shred paper files and delete digital files |
| Accounts receivable:* Debtors Ledger
* Income Listings
* Income control accounts
* Receipts reconciliation
 | 7 years | Shred paper files and delete digital files |
| Bank records:* Paid cheques
* Bank reconciliations
* Bank statements
 | 7 years | Shred paper files and delete digital files |
| Financial Statement:* Annual financial statements
* Final budget reports
* Registers maintained in finance unit under statute
 | 7 years | Shred paper files and delete digital files |
| Assets:* Asset register
 | 7 years | Shred paper files and delete digital files |
| Payroll:* Pay-sheets
* Authorisations to deduct tax details
* Appointment details
* Pay scales
* Payslips
 | 7 years | Shred paper files and delete digital files |
| Audit Reports | 7 years | Shred paper files and delete digital files |
| Expenses and Travel Claims | 7 years | Shred paper files and delete digital files |
| Cancelled Cheques | 7 years | Shred paper files and delete digital files |
| Receipts books | 7 years | Shred paper files and delete digital files |
| Purchase order books | 7 years | Shred paper files and delete digital files |
| General correspondence | 7 years | Shred paper files and delete digital files |
| **Human Resource Records including:** |  |  |
| Recruitment and Promotions records:* Recruitment notification
* Advert copies
* Selection criteria
* Interview notes
 | 24 months | Shred paper files and delete digital files |
| Candidates not qualified or shortlisted for interview (cover letters, CVs etc) | 18 months after candidates are advised of the outcome of the process. | Shred paper files and delete digital files |
| Candidates short listed and who attend interview but who are not successful or do not accept the offer (cover letter, CVs etc) | 18 months after candidates are advised of the outcome of the process. | Shred paper files and delete digital files |
| Interview Boards:* Interview marking sheet
* Interview Board Notes
* Panel recommendations by interview board
 | 24 months – or until the audit is complete | Shred paper files and delete digital files |
| Personnel Files:* Staff identification number
* Application form/CV/cover letter
* Code of Conduct
* Next of Kin Form
* Evidence of education qualifications
* References
* Recruitment medical
* Termination notices
* Training and development records
* Safety Training Records
* Occupational Health Reports
* Employee sick certs
* Employee Sick Leave Forms
 | End of Tenure plus 7 years | Shred paper files and delete digital files |
| Superannuation/Retirement:* Personal contact details
* Contract of Emp0loyment
* Salary rates and increments Service Records
* Bank Details
* Leave Details
 | Indefinitely | Archive |
| Leave records relating to: Sabbatical, Secondment, Career break, Sick Leave, Shorter-working year/Term-time, Job-share scheme, Part-time Working records, Parental leave, Adoptive Leave, Maternity Leave, Paternity Leave, Research Leave, Force Majeure, Examination, Jury Leave, Bereavement Leave etc. | Indefinitely | Archive |
|  | Indefinitely | Archive |
| Discipline recordsRecords relating to disciplinary actions taken against employees e.g. warnings, suspensions recorded, or copy warnings place on an employee’s personnel record etc. | As directed by the disciplinary committee. | Shred paper files and delete digital files |
| HR Allegations and Complaints* Written Allegation/complaints received as a result of investigating allegations/complaints
* Written Allegations/complaints received as a result of a investigating allegations/complaints – significant cases which set precedents or result in changes to IFB policy
 | 7 years | Shred paper files and delete digital files |
| Occupational Health Records, Health and Safety:* Safety Policies – safety statement, Executive crisis management plan, building emergency evacuation plans, Safety codes of practice, local safety procedures, Radiation safety manual
* Safety promotions, campaigns etc. – health promotion plans, workplace campaigns, implementation of protection and healthy workplace arrangements
* Fire Drill records
* Safety Training Records
* Risk Assessment Records
* Incident Reports
* Occupational Health Reports
* Safety Audits
 | Indefinitely | Archive |
| Health & Safety records of major accidents and dangerous occurrences | Indefinitely | Archive |
| Industrial Relations:1. Union correspondence
 | Indefinitely | Archive |
| Industrial Relations:1. Third party recommendations e.g. Employment Appeals Tribune (EAT), Workplace Relations Commission, Labour Court, Equality Tribunal, Labour Relations Commissions etc.
2. Awards and Agreements records
3. Individual industrial issues
4. Claims records (e.g. correspondence, status records etc.)
 | 1. Until all avenues of redress have been exhausted by parties and then at least 6 years from the end of the tax year in which the payment is made.
2. 7 years from the date the award is made. 13 years if executed under seal.
3. 7 years from the termination of the employee;s employment.
4. Until all avenues of redress have been exhausted by the parties and where an award or settlement payment is made to an individual, at least 6 years from the end of the tax year in which any payment was made.
 | Shred paper files and delete digital files |
| **Administrative Records including:** |  |  |
| Screen Ireland Statutes |  |  |
| Strategic Plans | Indefinitely | Shred paper files and delete digital files |
| Screen Ireland Policies and Procedures | Indefinitely | Archive |
| Minutes of Board Meetings | Indefinitely | Archive |
| Minutes of Operational Meetings: IT and Health and Safety | 4 years | Shred paper files and delete digital files |
| Minutes of Sub Committees: the Gender and Diversity, the Screen Training Ireland committee and the Audit committee | 4 years | Shred paper files and delete digital files |
| Circulars, memos re policy matters | Retain current | Archive |
| Projections and statistical analyses | Indefinitely | Archive |
| Complaints | 12 months | Shred paper files and delete digital files |
| Routine Administrative Records(Information may be retained which will in the view of the Executive be needed in due course) | 5 years | Shred paper files and delete digital files |
| Emails – all staff except those listed below | 5 years | Shred paper files and delete digital files |
| Emails – Financial Controller | Indefinitely | Archive |
| Emails – CEO | Indefinitely | Archive |
| Emails – Deputy CEO | Indefinitely | Archive |
| Emails – Business Affairs:Business Affairs ManagerBusiness Affairs Executive | 10 years | Shred paper files and delete digital files |
| Emails – ex-employees | 24 months after departure date | Shred paper files and delete digital files |
| Emails – Board members | Immediately after member has ceased their term\* or indefinitely if they relate to operation of Screen Ireland | Shred paper files and delete digital files |
| **Legal Records including:** |  |  |
| Legal Advice(except as it pertains to Production) | 7 years from the date of advice unless proceedings have issued in this timeframe. After 7 years the advices should be reviewed and if the advice has relevance for Screen Ireland going forward in running the organisation it should consider redacting any personal data and retaining the redacted copy of the advices indefinitely | Shred paper files and delete digital files |
| Legal Correspondence(except as it pertains to Production) | 7 years from the date of correspondence unless proceedings have issued in this timeframe. After 7 years the advices should be reviewed and if the correspondence has relevance for Screen Ireland going forward in running the organisation it should consider redacting any personal data and retaining the redacted copy of the advices indefinitely. | Shred paper files and delete digital files |
| Copyright Agreements | Indefinitely | Archive |
| Contracts of Services | (i) Duration of the contract plus 7 years if the contract is executed by hand, or (ii) duration of the contract plus 13 years if the contract is executed under seal. | Shred paper files and delete digital files |
| Commercial Contracts | (i) Duration of the contract plus 7 years if the contract is executed by hand, or (ii) duration of the contract plus 13 years if the contract is executed under seal. | Shred paper files and delete digital files |
| Maintenance Contracts | (i) Duration of the contract plus 7 years if the contract is executed by hand, or (ii) duration of the contract plus 13 years if the contract is executed under seal. | Shred paper files and delete digital files |
| **Insurance including:** |  |  |
| Insurance Policies | 24 months | Shred paper files and delete digital files |
| Claims correspondence and records of providing support and representation in dealing with claims by or against the SCREEN IRELAND which do not proceed to litigation or settlement by an agreement | 24 months after claim is resolved | Shred paper files and delete digital files |
| Claims correspondence and records of litigation with third parties | 24 months after claim is resolved | Shred paper files and delete digital files |
| **Compliance including:** |  |  |
| Ethics in Public office statements of interest | Retain for as long as they are in effect and then one year after they leave | Shred paper files and delete digital files |
| FOI/Data Protection: decisions on requests | 10 years after closure | Shred paper files and delete digital files |
| FOI/Data Protection: other records relating to requests | 10 years after closure | Shred paper files and delete digital files |
| **Publications including:** |  |  |
| Annual Reports | Indefinitely | Archive – older hard copies. New reports stored digitally |
| Catalogues | Archive 10 from each year – 10 in Galway Office and 10 in Dublin Office | Shred paper files and delete digital files |
| Unit booklets | Retain current | Shred paper files and delete digital files |
| Marketing Materials | Retain current and any others depending on business need. Anonymize where necessary. | Shred paper files and delete digital files |