

General Classes of Records Held	Default Retention Period	Final Disposal
Governance		
Policies and Procedures		
Policy documents, and correspondence or other materials relating to policy decisions	Retain scanned copy electronically, and hardcopies where appropriate, indefinitely. Discard duplicates	Secure archiving/filing
PSI SOPs, procedures, accounting standards, etc.	Retain electronic copy, once superseded retain for 5 years	Non-confidential destruction
Stakeholders and Correspondence		
Department of Health	Destroy hard copy once scanned. Retain electronic copy indefinitely.	Destroy by confidential shredding/secure archiving of electronic files
General/ Misc	Once scanned, destroy hard copy. Retain electronic copy for 5 years	Destroy by confidential shredding/secure deletion of electronic files
PQs	Maintain electronic copy for 15 years	Secure electronic archiving
Memorandums of Understanding	Retain current MOU- electronic copy and hard copy	Destroy both hard copy and electronic copy once superseded, by non-confidential destruction
Meeting agendas and minutes with MOU partners, stakeholder meetings where decisions taken	Retain for 20 years electronic copy	Confidential destruction
Elections		
Nomination forms, details of candidates,	Hard copy scanned and destroyed. Retain electronic copy for 5 years	Secure destruction of electronic and hard copy files
Official Record of Results	Hard copies scanned and destroyed. Retain electronic copy r indefinitely	Confidential shredding of files
Seanad elections records	Hard copy scanned. Retain electronic copy for 5 years	Secure destruction of electronic files

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Risk Management		
Risk Registers	Retain electronic copy for five years	Secure destruction of electronic files
External Risk Management review	Retain electronic copy for five years	Secure destruction of electronic files
Governing Legislation		
Ethics in public office	Retain electronic and hard copy of the Statements of Interest forms for 15 years in line with the Ethics in Public Office Acts.	Secure destruction of electronic and hard copy files
Protected disclosures (received outside of concerns for FTP and I&E)	Retain electronic copy of internal protected disclosures made for 6 years after conclusion of investigation	Secure destruction of electronic files
Subject access requests under Data Protection	Retain electronic log indefinitely	Secure archive of electronic files
Data Protection compliance assessments	Retain electronic copy for five years after assessment completed	Secure destruction of electronic files
Corporate Governance		
Corporate Governance Framework	Retain electronic copies for 10 years	Non-confidential destruction
Agenda and minutes of governance meetings with DoH	Retain electronic copy indefinitely	Secure electronic archiving
Independent Governance Reviews	Retain electronic copy for five years after assessment completed	Secure destruction of electronic files
Internal Audit		
Internal audit plan and reports	Retain electronic copy for 10 years	Secure destruction of electronic files
Council, Committees and Working Groups		
Council agenda and minutes	Retain relevant years electronic /hard copy indefinitely	Secure electronic archiving and filing

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Committee agenda and minutes	Retain electronic copy indefinitely. Hard copies retained from 2007- May 2018	
Council and Committee administration eg Signed Codes of conduct, letters of appointment, Conflicts of interest, record of terms of office	Retain electronic copy for period of office	Appropriate filing/ archiving. Confidential shredding
Council training records	Maintained electronically for period of office	Confidential destruction
Expression of interest for membership of PSI Committees	Hard copies scanned and destroyed. Retain electronic copy of successful applicants for period of panel. Unsuccessful applicants deleted once application has been reviewed and notification given.	Confidential shredding and secure destruction of electronic files.
Sealed Documents	Retain hard copy indefinitely	Secure archiving
Motions	Retain hard copy indefinitely	Secure archiving
ICT		
System Backups		
Azure Cloud - Files Shares (F, G and P drives) daily back up	Date of back up plus 5 years	Automatically deleted after 5 years
Azure Cloud - Files Shares (Sage, Micropay, Timeworks) daily back up	Date of back up plus 5 years	Automatically deleted after 5 years
AWS Cloud – daily backup - backup Registration DB (production and UAT) and PSI Website	Date of back up plus 7 days	Automatically deleted after 7 days
AWS Cloud – Weekly backup - backup Registration DB (production and UAT), PSI Website daily and Tableau	Date of back up plus 30 days	Automatically deleted after 30 days

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AWS Cloud – Monthly backup - backup Registration DB (production and UAT), PSI Website daily and Tableau	Date of back up plus 1 year	Automatically deleted after 1 year
CMS – Daily backup	1 day	Tape is manually overwritten everyday
CMS – Weekly backup	Each week is retained for 24 weeks	Tape is manually overwritten every 24 weeks
CMS – Monthly backup	Each monthly tape is retained for 1 Year	Tape is manually overwritten every 12 months
CMS – Yearly backup	1 Year	Tape is manually overwritten annually
Email Archive		
In-house email archive (emails sent, received and deleted)	Current year plus 5 years	Manual deletion of electronic data from email archive server
Cloud email archive (emails sent, received and deleted)	Current year plus 5 years	Manual deletion of electronic data from cloud email archive
Email Shared Mailbox		
Email mailboxes of former staff members	1 year after a staff member leaves the PSI	Email mailboxes will be manually deleted from Office 365.
Change Management		
ICT RFC documents	In line with procurement retention guidelines from A&F unit, documents to be retained indefinitely	Store indefinitely electronically
ICT UAT Testing	Current year plus 3 years	Electronic data manually deleted from file shares
Major ICT Incidents		
Details of high priority IT incidents, the measures taken to address them and future recommendations	Last action on incident plus 3 years	Electronic data manually deleted from file shares
Records documenting attempted or actual security breaches of the PSI's ICT systems, and action taken.	Last action on incident plus 3 years	Electronic data manually deleted from file shares

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Monitoring Logs		
Records documenting routine monitoring of the use of ICT systems	Current year plus 1 year	Electronic data manually deleted from file shares
Software license management		
Records documenting the maintenance of appropriate software licenses for live ICT systems.	Cancellation of license plus 3 years	Electronic data manually deleted from system
ICT Support Request		
Records documenting user requests for technical and application support, and action taken to investigate and resolve the problem.	Last action on request plus 2 years	Electronic data manually deleted from system
Human Resources and Recruitment		
Unsolicited applications		
Unsolicited applications for jobs/posts. Unsolicited applications for work experience programmes.	Retain hardcopy for 1 year	Destroy by confidential shredding
Recruitment/Competition Files/Assessment or Interview Boards/Promotion Boards		
Workforce planning/business cases submitted to the DoH seeking sanction for recruitment	Retain hard copy and electronic copy indefinitely	Appropriate filing/secure archiving
Vacancy Notification (including candidate Information book, copies of job adverts, role descriptions, competencies)		

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<p>Documents and details of candidates not qualified or shortlisted for interview / Applications and CVs of candidates shortlisted for interview but who do not attend / Candidates shortlisted and who attend interview but who are not successful or who are successful but do not accept offer</p> <p>Interview Board marking & assessment sheet, Interview Board notes, panel recommendations by Interview Board</p>	<p>Retain for 1 year in hardcopy and electronically from the date that the post is filled</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>
<p>Personnel Files</p>		
<p><i>May include such records as:</i></p> <ul style="list-style-type: none"> • Personal contact details • Preferred contact in the case of emergency • Application form/CV/cover letter • Offer/acceptance of post • Contract(s) of employment • Job specification/role description • Letters of appointment • Evidence of education/professional qualifications • References (includes completed reference request forms) • Recruitment medical 	<p>Retain on personnel file in hardcopy and electronically for duration of employment. On resignation or retirement, hold for a further 7 years but retain service records for superannuation/pension purposes</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>

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<ul style="list-style-type: none"> • Employment Related Forms • Induction schedules • Probation assessment form and correspondence • Performance appraisal forms • Salary information • Medical certificates • Evidence of completion of mandatory training (where relevant) including health and safety training • Application(s) for learning & development activities and financial support for further education and professional qualifications • Evidence/certificates of attendance of completion of learning & development activities • Resignation/Retirement correspondence • Superannuation forms: • Section 51 Pension declaration including details of annual gross pension benefits, paying authority and PPSN 		

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<ul style="list-style-type: none"> Verification of Irish Public Service including date of birth, dates of employment, employing authority, contract status, grade(s) held 		
Incident reports: Accident reports and Dangerous Occurrence Report forms	Retain hard copy for 7 years after date of incident	Confidential shredding
Working Time/Hours Records		
Records of working hours – start/finish times & rest breaks <i>(Records of the number of hours worked by employees (excluding rest breaks) on a daily and weekly basis).</i>	Retain electronic copy for 3 years	Secure deletion of electronic files
Leave Records		
Annual Leave Records	Retain electronic copy for 3 years	Secure deletion of electronic files
Flexi-time Leave		
Sick Leave (self-certified/certified)	Retain hardcopy and electronic copy for the current year plus 4 years	Destroy by confidential shredding/secure deletion of electronic files
Maternity Leave (paid/unpaid)	Retain hardcopy and electronic copy for 12 months.	Destroy by confidential shredding/secure deletion of electronic files
Adoptive Leave		
Parental Leave	Retain hardcopy and electronic copy for 8 years	Destroy by confidential shredding/secure deletion of electronic files
Force Majeure Leave		
Paternity Leave		
Carers' Leave		

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Jury Service; Study Leave/Exam leave; Compassionate Leave	Retain hardcopy and electronic copy for 1 year.	Destroy by confidential shredding/secure deletion of electronic files
Special Leave – Career Break	Retain hardcopy and electronic copy on personnel file for duration of employment. On resignation or retirement, hold for a further 7 years but retain service records for superannuation/pension purposes	Destroy by confidential shredding/secure deletion of electronic files
Discipline Records		
Records relating to disciplinary action taken against an employee e.g. warnings, disciplinary sanctions, suspensions recorded	Retain hardcopy and electronic copy on personnel file in accordance with relevant disciplinary policy. Where a matter involves criminal activity these records should be retained indefinitely	Destroy by confidential shredding/secure deletion of electronic files Appropriate filing/secure archiving
HR Allegations and complaints		
Written allegations/complaints: <i>Records received/created as a results of investigating allegations/complaints</i>	Retain hardcopy and electronic copy in accordance with the relevant policy	Destroy by confidential shredding/secure deletion of electronic files
Written allegations/complaints: <i>Records received/created as a results of investigating allegations/complaints – significant cases which set precedents or result in changes to policy</i>	Retain hardcopy and electronically indefinitely	Appropriate filing/secure archiving

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Risk Assessment Records e.g. manual handling, DSE/VDU, pregnant employee	Retain hardcopy and electronic copy for 5 years after superseded or after activity ceases, whichever is relevant.	Confidential shredding/secure deletion of electronic files
Occupational Health Reports: <i>Reports relating to personnel</i>	Retain hardcopy and electronic copy on personnel file for the duration of employment and for 5 years after last pension payment	Confidential shredding/secure deletion of electronic files
Occupational Health Reports: <i>Reports not relating to specific members of staff</i>	Retain hardcopy and electronic copy for up to 40 years after date of incident	Confidential shredding/secure deletion of electronic files
Employee/Industrial Relations		
Union correspondence	Retain hardcopy and electronic copy indefinitely	Appropriate filing/secure archiving
Third Party recommendations e.g. Workplace Relations Commission, Labour Court		
Awards and agreements		
Individual Industrial Relations issues		
Claims records (e.g. correspondence, status records etc.)		
Communications and Public Affairs		
Publications		
PSI Newsletter and email bulletins	Retain electronic copy and one copy hosted in Newsletter software indefinitely	Electronic archive
Contact information for emails/newsletters -obtained from PSI Registers -self-subscribed	Destroy once superseded	Secure deletion of electronic files

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	Maintained electronically, option to unsubscribe	
Irish Pharmacy Journal 2007-2010	Retain electronic copy on website and electronic PDF indefinitely	Archive printed hard copies. Electronic copies archived
PSI corporate publications	Retain indefinitely for the purpose of corporate memory. Two hard copies to be kept of each publication. Electronic record archived.	Destroy unused copies once superseded by non-confidential destruction
Information Resources		
Briefing notes	Retain electronic copy for 5 years	Non confidential destruction
Training presentations for staff and Council	Retain electronic copy for 5 years	Non confidential destruction
Museum artefacts, content and records	Indefinitely	Archive in library and electronically
Public consultations carried out by PSI	Retain electronic copy of summary report and on website for 10 years	Any personal data to be deleted once report completed
Master stakeholder list	Retain current updated electronic version only. A review of the list to be carried out every six months and out of date data deleted	Secure deletion of electronic files
Statistics	Retain electronic copy for 5 years	Non confidential destruction of electronic files
Research	Retain electronic copy for 10 years	Non confidential destruction of electronic files
FOI log requests, responses, appeals	Retain electronic copy for 10 years unless there is a legal basis.	Secure deletion of electronic files

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FOI disclosure log	Retain electronic copy on website for 3 years	Non confidential destruction of electronic files
Media Relations		
Media queries and log	Retain electronic copy for 5 years	Non confidential destruction
Press releases and similar materials	Retain electronic copy on file or on website for 5 years	Non confidential destruction
Press clippings	Retain electronic copy for 10 years	Non confidential destruction
Corporate Identity		
Images, infographics and logos	Retain electronic copy. Logos and other images destroyed when no longer useful or when superseded	Non confidential destruction
Stock photos/photos	Retain electronic copy and delete when dated	Electronic archive
Event Management		
Attendee lists	Destroy after event. Retain electronic copy of summary sheet for 5 years of number of attendees	Secure destruction of electronic files
Operations e.g. venue details	Retain electronic copy for 5 years	Non confidential destruction of electronic files
Inspection and Enforcement		
Authorised Officers' Reports		
Registration related inspection reports (Section 19)	Retain electronic copy for 10 years from date of registration Destroy hard copy when premises is registered	Destroy by confidential shredding/secure deletion of electronic files

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<p>Inspection Reports (Section 67) – closed by I&E Manager</p> <p><i>Including the following inspection reports: pharmacy systems, thematic, verification, re-inspection, professional cover etc. not considered under section 71</i></p>	<p>Retain hardcopy for 2 years and electronic copy for 10 years from date of closure of file (summary data retained electronically on CMS indefinitely)</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>
<p>Authorised Officers' Reports (Inspection/Investigation) considered by the Registrar under Section 71 – no further action</p>	<p>Retain hardcopy for 2 years and electronic copy for 10 years from date of decision (summary data retained electronically on CMS indefinitely)</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>
<p>Authorised Officers' Reports (Inspection/Investigation) considered by the Registrar under Section 71 – further action</p>	<p>Retain hardcopy for 5 years and electronic copy for 20 years from date of completion of action(s) (summary data retained electronically on CMS indefinitely)</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>
Concerns		
<p>Concerns referred from Legal Affairs or received from members of the public or other agencies</p>	<p>Retain electronic records for 6 years post closure of concern.</p> <p>If further action is taken, keep for the period required for the action taken. Summary data retained electronically for 10 years</p>	<p>Secure deletion of electronic files</p>
Internet Supply List		
<p>Applications and renewals – Part A and Part B</p>	<p>Retain hard copy indefinitely for pharmacies/non-pharmacies while active.</p> <p>Retain electronic summary indefinitely</p>	<p>Destroy by confidential shredding/secure deletion of electronic files</p>

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Internet Supply – cancellations/removals	Retain electronic and hardcopy for 5 years post removal from List Retain electronic summary indefinitely	Destroy by confidential shredding/secure deletion of electronic files
Compliance information for websites on Internet Supply List – including records of website audits, correspondence, records of test purchases undertaken	Retain electronic copies for 5 years and hard copies for 2 years	Destroy by confidential shredding/secure deletion of electronic files
Enforcement information – websites not on internet supply list	Retain electronic copies for 5 years and hardcopy for 2 years	Destroy by confidential shredding/secure deletion of electronic files
Specialist Surveyor Activities		
Details of specialist surveyor activities, including reports and correspondence with pharmacists/pharmacies	Retain electronic copies for 5 years after close of file. Retain hard copy information for 2 years after close of file. Retain electronic summary for 10 years.	Destroy by confidential shredding/secure deletion of electronic files
Enforcement		
Records of Section 71 decisions	Retain electronic and hard copy for 20 years Retain electronic and hard copy of final decision made by Council/Registrar indefinitely Retain summary data electronically indefinitely)	Destroy by confidential shredding/secure deletion of electronic files
Undertakings provided under Section 71	Retain hard copy for 20 years, and electronic copy indefinitely	Destroy by confidential shredding/secure deletion of electronic files.
Project Documents		

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Project Documents	Retain electronic and hard copy for 2 years from end of project	Destroy by confidential shredding/secure deletion of electronic files
Final Reports	Retain electronic and hard copy indefinitely	Secure archive
Warrants – Authorised Officers		
Motions of Appointment	Retain electronic and hard copy indefinitely	Secure archive
Authorised Officers Warrants (active and inactive)	Retain electronic and hard copy indefinitely	Secure archive
General Administration		
Section 23 statement requests and documents – external requests	Retain electronic copy for 2 years	Secure deletion of electronic files
Records of prosecution (not by PSI)	Retain hard copy and electronic copy for 20 years Retain electronic summary in CMS indefinitely	Destroy by confidential shredding/secure deletion of electronic files
Education		
National Internship Programme		
National Pharmacy Internship Programme (NPIP) (Applications) Intern files	<ul style="list-style-type: none"> ▪ For graduates from 2015/2016, retain hard copy application until graduate applies for first registration in Ireland ▪ Destroy hard copy upon registration ▪ Once registered, retain electronic record of internship details for the lifetime of the individual 	Destroy by confidential shredding Secure archiving of electronic files
National Pharmacy Internship Programme (NPIP) documents relating to intern year,	Retain electronic and hardcopy indefinitely	Appropriate filing/secure archiving onsite

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correspondence, Invoices, Contracts, documents relating to PRE		
Statements from Heads of Schools	Retain electronic copy indefinitely Retain hard copy for 5 years	Confidential destruction of hard copy/ Secure archiving of electronic files
Accreditation		
5 Year Programme (accreditation)	Retain hardcopy for current accreditation cycle and for previous accreditation cycle only. Retain electronic copy indefinitely.	Destroy by confidential shredding/secure archiving of electronic files
National Forum	Retain hard copy and electronic copy indefinitely	Appropriate filing/secure archiving off site
Accreditation (2012- current) (BSc finishing in June 2018)	Retain electronic and hard copy indefinitely	Appropriate filing/secure archiving on site
Accreditation (Pre 2012)	Retain electronic and hard copies of final reports, as approved by Council indefinitely-	Appropriate filing/secure archiving off site
Change Management Process in relation to PEARS reviews	Retain electronic and hard copy indefinitely	Appropriate filing/secure archiving off site
Continuing Professional Development		
Irish Institute of Pharmacy (IIOP) Meeting and workshop documentation	Retain electronic copy for current and previous contract lifetime at any one time	Secure deletion of electronic files
All information on accreditation of CPD programmes	Retain electronic indefinitely	Secure archiving of electronic files
Change Management Process in relation to CPD/reviews	Retain electronic and hard copies indefinitely	Appropriate filing/secure archiving on-site

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Applications relating to extenuating circumstances - ePortfolio & Practice Reviews	<p>Where EC granted: destroy application once approved. Retain electronic copy of decision for 10 years</p> <p>Where EC not granted: Destroy application one year after consideration by Registrar Retain electronic copy of decision for 10 years</p>	Destroy by confidential shredding/secure deletion of electronic file
Education/Remediation		
Documents relating to Pharmacists undergoing mentoring programmes and associated policies	Retain hard copy and electronic copy indefinitely. Additional documentation relating to remediation disposed of in line with publication notices	Secure filing/secure archiving on-site
Assistants and Technicians		
Current Pharmacy Team Documents (Assistants and Technicians) Meetings with PAA. Mapping courses to national framework qualifications. Most recent - certs for technicians sent to GPhC and documents with consultants NARIC	<p>Retain electronic and hardcopy indefinitely</p> <p>Excepting technician certs: applications for certs are destroyed after cert issued. Record maintained that a cert was issued for 5 years</p>	<p>Appropriate filing/secure archiving on site</p> <p>Destroy by confidential shredding</p>
Old Pharmacy Team Documents (Assistants and Technicians) Information on technician and assistant courses. Old files. General information.	Retain electronic and hardcopy indefinitely	Appropriate filing/secure archiving off site
General Administration		

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Documents relating, IPL conference/desk research etc.	Electronic copy maintained indefinitely Retain hard copy of 5 years	Secure electronic archiving/ Destroy by confidential shredding
Documents relating to EFQM application	Retain hard copy and electronic copy for 10 years	Secure filing/archiving
Registration and Qualification Recognition		
Pharmacists registration files		
EU/National and 3 rd country application files	Retain hard copy and electronic copy indefinitely for successful applications. Destroy 2 years after file closed for unsuccessful	Appropriate filing/secure archiving Destroy by confidential shredding
New registration record signed by Registrar	Retain electronic and hard copy indefinitely	Secure archive/filing
Address changes correspondence on files	Retain hard copy indefinitely	Secure electronic archive
Deceased persons registration files	Retain electronic and hard copy indefinitely	Secure archive/filing
Continued Registration form	Retain electronic and hard copy indefinitely	Secure archive/filing
Incomplete/unsuccessful applications	Retain electronic and hard copy for 2 years	Destroy by confidential shredding
Voluntary Cancellation Records/Registrar Sign off records	Retain hard copy indefinitely	Secure archive/filing
Restoration Records	Retain soft and hard copy indefinitely	Secure archive/filing
3 rd Country Equivalence exam/PIA review folders & Documentation	Retain electronic and hard copy indefinitely	Secure archive/filing
Pharmaceutical Assistant Registration Files		
Pharmaceutical Assistant registration files	Retain electronic and hard copy indefinitely	Secure archive/filing

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Address changes correspondence on files	Retain electronic and hard copy indefinitely	Secure archive/filing
Deceased persons registration files	Retain hard copy indefinitely	Secure archive/filing
Continued Registration form	Retain electronic and hard copy indefinitely	Secure archive/filing
Voluntary Cancellation Records/Registrar Sign off records	Retain electronic and hard copy indefinitely	Secure archive/filing
Restoration Records	Retain electronic and hard copy indefinitely	Secure archive/filing
Druggist		
Registration Files	Retain electronic and hard copy indefinitely	Secure archive/filing
Deceased Registration Files	Retain electronic and hard copy indefinitely	Secure archive/filing
Retail Pharmacy Business Registration		
Registration files – including application documents and enclosures, applications for continued registration, temporary relocation, material change forms, SI/SV nominations etc.	Retain electronic and hard copy files indefinitely for active pharmacies	Secure archive/filing
Cancelled Registration – including cancellation applications and SI/SV nominations	Retain electronic and hard copy files for 5 years post cancellation (summary data retained electronically indefinitely)	Destroy by confidential shredding/secure deletion of electronic files
Application for registration files – withdrawn	Application returned to applicant at point of withdrawal Summary data retained electronically indefinitely	Returned to applicant
Application for registration files – refused	Retain electronic and hard copy files for 10 years post decision Summary data retained electronically	Secure deletion of electronic files, Destroy by confidential shredding
EPC		

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Qualification recognition applications	Retain electronic and hard copy indefinitely	Secure filing
IMI Alerts		
Alert records	Retain electronic copy of spreadsheet indefinitely	Secure archive electronic files
New registration record signed by Registrar	Retain electronic and hard copy indefinitely	Secure archiving
Remediation		
Health Issues/Conditions and Undertakings	Retain electronic and hard copy indefinitely	Securely archiving
Pharmacy Practice		
Guideline/Guidance Development		
Research documents	Retain hardcopy and electronic research for 5 years	Non-confidential destruction
Draft Guidance	Retain electronic copies held for 5 years	Non- confidential destruction
Projects		
Steering Group/working group documentation as applicable	Retain electronic copy for 10 years	Non-confidential destruction of electronic files
Draft reports, presentations and documentation	Retain electronic copies for 2 years	Non- confidential destruction
Queries		
Pharmacy practice queries via info @psi.ie and received by post	Scanned hardcopy and destroy. Retain electronic copy of for 5 years	Confidential shredding and secure destruction of electronic files.
Finance		
Accounts Payable		

Batches of Invoices and Vouchers	Retain hard copy and electronic copy stored on network and Sage 200 for current year plus 6 years	Confidential shredding/secure deletion of electronic files
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Value Added Tax (VAT) Records	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Tax Clearance Certificates	Retain hard copy of verified tax clearance status with payment backup for current year plus 6 years	Confidential Shredding/secure deletion of electronic files
Cancelled Cheques	Retain hard copy for current year plus 6 years	Confidential shredding
Accounts Receivable		
Debtors Ledger	Retain electronic and hard copy current year plus 6 years	Confidential shredding/secure deletion of electronic files
Income Listings & Income control accounts	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Receipts Reconciliation	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Receipt Books	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Bank Records		
Paid Cheques	Retain hard copy held for current year plus 6 years	Confidential shredding
Bank Reconciliations	Retain electronic copy held for current year plus 6 years	Secure deletion of electronic files
Bank Statements	Retain hard copy held for current year plus 6 years	Confidential shredding
Credit card records	Retain hard copy for 13 months. All hardcopy credit card details are redacted after payment is made	Confidential shredding

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Fixed Assets		
Deeds & Titles of Properties / Assets	Retain original hard copy indefinitely	Secure onsite and offsite archive
Records of Sales & Purchases	Retain hard copy indefinitely	Secure offsite archive
Lease Agreements	Hold original record for current year plus 6 years after expiration or 13 years if executed under seal	Confidential shredding/secure deletion of electronic files
Assets Register	Retain hard copy indefinitely	Secure offsite archive
Physical Planning records, Plans/Maps, Planning Applications/Approvals	Retain Indefinitely	Secure onsite and offsite archive
Depreciation Schedules	Hold record for current year plus 6 years	Confidential Shredding/secure deletion of electronic files
Insurance Records		
Property Insurance Policies	Retain original hard copy indefinitely	Secure offsite archive
Liability Insurance Policies	Retain hard copy indefinitely	Secure offsite archive
Insurance Claim documents	Retain hard copy for current year plus 6 years	Confidential shredding
Incident Report Forms (general)	Retain hard copy for ten years	Confidential shredding
Incident Report Forms (in specific where exposure to physical, biological or chemical agents)	Retained hard copy indefinitely	Secure offsite archive
Payroll		
Taxation records/reports/ pension records/calculations, appointment/contract details, pay awards/ increments, pay scales	Retain electronic and hard copy indefinitely	Secure offsite archive

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Authorisations to deduct from pay	Retain electronic and hard copy until 6 years after employee ceases to be paid	Confidential shredding/secure deletion of electronic files
Council/ Committee set up form	Retain hard copy held for 6 years after cessation of term of office	Confidential shredding
Procurement		
Procurement records/ Invitation to Tender documents Tender Evaluations records/ reports	Retain electronic copy indefinitely	Secure offsite archive
Supplier Proposals	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Contract and Contract Management Files	After completion of contract, retain hard copy for current year plus 6 years	Appraise and evaluate for archiving
Procurement records of failed tenders	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Financial Records		
Financial Statements	Retain electronic and hard copy indefinitely	Secure offsite archive
Audit Reports – External	Retain electronic copy indefinitely	Secure offsite archive
Management Accounts	Retain electronic copy for current year plus 6 years	Secure deletion of electronic files
Travel and Subsistence Records		
Travel Claims	Retain hard copy for current year plus 6 years	Confidential shredding

Copy of vehicle insurance certificates for staff members and office holders	Retain hard/soft copy for duration of the validity of the certificate, and/or until staff member/office holder ceases association with PSI, or ceases to avail of claims under T&S Policy.	Secure deletion of electronic files; confidential shredding of hardcopy files
Health and safety records		
Injury and Illness Incident Reports and related Annual Summaries; Logs of work-related injuries and illnesses	Retain hard/soft copy for current year plus 6 years	Secure deletion of electronic files; confidential shredding of hardcopy files
Safety policies: Safety Statements, Building Emergency Evacuation Plans	Retain electronic copy for 5 years after superseded then destroy	Secure deletion of electronic files
Fire drill records	Retain electronic copy for 5 years	Secure deletion of electronic files
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Safety Audits, Investigations and safety evaluation records where cases result in significant changes to policy	Retain indefinitely	Appropriate filing/ secure archiving
Facilities		
Maintenance records (building, structures, grounds) 1. Major maintenance/ fit-outs 2. Routine maintenance, cleaning work	1. Retain electronic copy for 7 years following completion 2. Retain electronic copy for 2 years following completion	Secure deletion of electronic files
Records pertaining to security operations, lists of keys issued, office space	Retain electronic and hard copy until superseded	Confidential shredding/secure deletion of electronic files
Inspection records (work equipment etc.)	Retain electronic copy for 5 years from date of inspection	Secure deletion of electronic files

Security – CCTV footage	Retain for maximum of 30 days, unless specifically required for investigation/security/safety/legal purpose	Secure deletion of electronic files/overwriting from recording system
Legal		
Concerns		
Individual Concern File	Retain electronic copy for 6 years following multi-unit decision to close file	Secure deletion of electronic files
Summary of Concern maintained	Retain electronic copy indefinitely	Secure electronic archive
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Complaints		
Complaint files closed at Preliminary Proceedings Committee Stage (no further action)	Retain electronic and hard copy for 10 years following the Council’s review of PPC advice	Destroy by confidential shredding / secure deletion of electronic files
Withdrawal files (where Council accept PPC advice to take no further action)	Retain electronic and hard copy for 10 years following the Council’s review of PPC advice	Destroy by confidential shredding / secure deletion of electronic files
Summary of Complaint (no further action/withdrawal) maintained	Retain electronic copy indefinitely	Secure electronic archive
Fitness to Practise Inquiries		
Fitness to practise inquiry files where complaint not substantiated	Retain electronic copy for 15 years following the Council’s decision	Secure deletion of electronic files
Summary of fitness to practise inquiry files where complaint not substantiated	Retain electronic copy indefinitely	Secure electronic archive

Fitness to practise inquiry files where complaint substantiated leading to a sanction	Retain electronic copy for 25 years following closure of file (which can be Council's decision and/or High Council confirmation)	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
Summary of fitness to practise inquiry files where complaint substantiated leading to sanction	Retain electronic copy indefinitely	Secure electronic archive
Fitness to practise files where Undertakings given	Retain electronic copy for 25 years following Council noting undertaking and/or imposing Admonishment/Censure	Secure deletion of electronic files
Summary of fitness to practice files where undertakings given	Retain electronic copy indefinitely	Secure electronic archive
General Classes of Records Held	Default Retention Period	Final Disposal
Appeal files on sanction imposed where sanction overturned and no sanction imposed	Retain electronic copy for 15 years following the High Court decision	Secure deletion of electronic files
Appeal files on sanction where sanction not overturned/new sanction imposed	Retain electronic copy for 25 years following High Court decision	Secure deletion of electronic files
Callover files	Retain electronic copy for 5 years	Secure deletion of electronic files
Mediation files	Retain electronic and hard copy for 20 years following Council noting outcome/Council decision to impose sanction/High Court confirmation	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
Summary of mediation files	Retain electronic copy indefinitely	Secure electronic archive
Statutory Applications to Council		

Section 62 application files	Retain electronic copy until fitness to practice file due to be destroyed	Secure deletion of electronic files
Section 45 files where no referral to High Court, and no undertaking requested by Council	Retain electronic copy for 10 years following Council decision	Secure deletion of electronic files
Section 45 files where undertaking requested by Council/referral to High Court made/undertaking requested by High Court	Retain electronic copy for 15 years following Council/High Court decision	Secure deletion of electronic files
Prosecutions		
Prosecution files leading to no convictions	Retain electronic and hard copy for 10 years following the Court decision	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
General Classes of Records Held	Default Retention Period	Final Disposal
Prosecution files leading to convictions	Retain electronic and hard copy for 20 years following the Court decision	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
Summary of Prosecution files leading to convictions	Retain electronic copy indefinitely	Secure electronic archive
Appeal of Prosecution (leading to no convictions)	Retain electronic copy for 10 years following Court decision	Secure deletion of electronic files
Appeal of Prosecution files (no change to convictions)	Retain electronic copy for 20 years following Court decision	Secure deletion of electronic files
Other Court Related Matters		
Judicial Review files	Retain electronic copy for 15 years following Court decision	Secure deletion of electronic files

Where proceedings have been issued in any court	Retain electronic copy for 15 years following Court decision	Secure deletion of electronic files
Pre-action correspondence but no proceedings issued	Retain electronic copy for 10 years following decision to close file	Secure deletion of electronic files
Alternative Dispute Resolution Files	Retain electronic and hard copy for 15 years following ADR taking place	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
Legal Advice		
Internal Legal Advice	Retain electronic copy for 10 years following decision to close file	Secure deletion of electronic files
Formal Advice from External Legal Advisors/Counsel	Retain electronic copy indefinitely	Secure electronic archive
Other		
General Classes of Records Held	Default Retention Period	Final Disposal
Contracts for Disciplinary Committee members	Retain electronic and hard copy for 6 years from date of expiry of contract	Destroy by confidential shredding (if any hardcopy documentation received) / secure deletion of electronic files
Training records for Committees/Council	Retain electronic copy for 6 years from date of training taking place	Secure deletion of electronic files
Feedback Forms	Retain electronic copy for 5 years	Secure deletion of electronic files