

Tel: 0539366998



## Main Retention Schedules for Boolavogue N.S

Pupils	Retention Period
School Register	Indefinitely
Enrolment Forms	Hold until pupil is 25 years old
Standardised Test Results	Hold until pupil is 25 years old
<ul style="list-style-type: none"><li>• Psychological Assessments</li><li>• SEN Files/ IEP</li><li>• Child Protection</li><li>• Accident Reports</li></ul>	Never Destroy

Interview Records	Retention Periods
<ul style="list-style-type: none"><li>• Interview Board</li><li>• Marking Scheme</li><li>• BOM Notes for unsuccessful candidates</li></ul>	18 months from close of connection plus 6 months in case Equality tribunal needs to inform school that a claim is being taken

Staff	Retention Period
<ul style="list-style-type: none"><li>• Contract of Employment</li><li>• Teaching Council Registration</li><li>• Vetting Records</li><li>• Accident/Injury at work reports</li><li>• Cuntas Míosúla*</li></ul>	<ul style="list-style-type: none"><li>• Duration of Employment plus 7 years</li><li>• (6 years to make a claim against the school plus 1 year for proceedings to served on school).</li><li>• * four years</li></ul>



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BOM Documents	Retention
Invoices/Receipts	
BOM Agenda and minutes Audited Accounts	Indefinitely
Payroll/taxation	Revenue require a 6 year period after the end of the tax year

Created: 31.8.2018

Ratified: \_\_\_\_\_

