



Franciscan Records Retention Guide

Records Retention Guide 2018:

Current Records (in office)

General Administration 1 year approx.. then send to storage

Accounts/Finance 1 year approx.. then send to storage

Non-Current Records (storage)

General Administration 3 years then either dispose, or, if historically interesting, send to archives

Accounts/Finance 7 years then dispose or send to archives

Human Resources

1 year for unsolicited applications

1 year post termination

2 years applications and interviews

3 years hours/annual leave

5 years work permit

7 years pay records (see accounts/finance)

8 years carers leave/parental leave etc.

Garda Vetting

5 Years – (Duration of Vetting Process)

Safeguarding

Files relating to Criminal Investigations have no retention schedule and are retained on a permanent basis.