

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
<b>Governance</b>					
<b>Policies and Procedures</b>					
Corporate policies and strategies e.g., data protection, protected disclosures	Until superseded	30 years	Destroy	Business use	Retain securely electronically, destroy hardcopies.
Policy development: routine administrative, supporting documentation, research.	Finalisation of policy	5 years	Destroy	Business use	Retain securely electronically, destroy hardcopies. Includes drafts and correspondence (retain significant drafts electronically which

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					contribute to the evolution of the policy)
PSI SOPs, procedures, accounting standards, etc.	Until superseded	5 years	Review for disposal or final retention by PSI.	Business use	Retain securely electronically, destroy hard copies.
Stakeholders and Correspondence					
Department of Health correspondence /meeting agendas and minutes	Nil	Permanent	Retain securely electronically.	Business use	Retain securely electronically, destroy hardcopies
General/ Misc including	Date of correspondence/- conclusion of action	5 years	Destroy	Business use	Retain securely

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
correspondence with third party service providers					electronically, destroy hardcopies
PQs	Nil	Permanent	Retain securely electronically	Business use	Destroy hard copies
Memorandums of Understanding	Until superseded	20 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Meeting agendas and minutes with MOU partners, ELT, stakeholder meetings where decisions taken	Date of meeting	20 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Elections					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Nomination forms, details of candidates, ballot papers	Date of record	5 years	Destroy	Business use	Retain securely electronically, destroy hard copy forms.
Official Record of Results	Nil	Permanent	Retain securely electronically	Business use	Destroy hardcopies
<b>Risk Management</b>					
Risk Registers	Until Superseded	30 years	Destroy	Business use	Retain securely electronically
External Risk Management review	Date of record	10 years	Destroy	Business use	Retain securely electronically
Regulatory Risk Policy/Guidance Documents	Until Superseded	5 years	Destroy	Business use	Retain securely electronically

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Regulatory Risk Action/Evaluation Plans	Until Superseded	20 years	Destroy	Business use	Retain electronically securely
Business Continuity					
Business Continuity Policy	Until Superseded	10 years	Destroy	Business use	Retain securely electronically
Business Continuity Plan	Until Superseded	5 years	Review for disposal or further retention	Business use	Retain securely electronically
Governing Legislation					
Ethics in public office	Date of record	15 years	Destroy	Ethics in Public Office Acts	Retain securely electronically and hardcopy

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including) Legal basis for retention	Notes
Protected disclosures	Date of conclusion of investigation	7 years	Destroy	Business use	Retain securely electronically
Subject access requests or right to erasure submitted under the Data Protection Act	Date of completion of request	5 years Permanently if a subject access request, or right to erasure request has not been granted.	Destroy after 5 years / Retain securely electronically	Business use	
Data breach records	Date of breach	7 years	Destroy	Business use	Retain securely electronically.
Data Protection impact assessments	Date of conclusion of action	7 Years	Review for disposal or further retention by PSI.	Business use	Retain securely electronically, destroy hard copies. If system or process still in use after

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			Destroy once the process es or technology which has been asse ssed, ceases to be used.		the 7 years, retain until the system or process is superseded.
Data Sharing agreements	Date of agreement	Duration of agreement plus 3 years	Destroy	Business use	Retain securely electronically
Records of Processing Activities,	Nil	Permanent	Retain securely	Data Protection Acts	Update on an ongoing basis

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including) Legal basis for retention	Notes
privacy notices, cookies			electronically.		
FOI log requests, responses, appeals	Date of conclusion of request (including appeals)	7 years	Destroy	Business use	
FOI disclosure log	Nil	Permanent	Retain securely electronically	Business use	
FOI statistical returns	Nil	Permanent	Retain securely electronically	Business use	
Publication Scheme	Nil	Permanent	Retain securely electronically.		Update on an ongoing basis
Information Governance-	Nil	Permanent	Retain securely	Business use	



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Destruction Certificates and associated retention schedules			y electro nically		
Corporate Governance					
Corporate Governance Framework	Until superseded	10 years	Destroy	Business use	Retain securely electronically, destroy hard copies.
Agenda and minutes of governance meetings with DoH	Nil	Permanent	Retain securely y electro nically	Business use	Retain securely electronically, destroy hard copies.
Independent Governance Reviews	Date of record	10 years	Destroy	Business use	Retain securely electronically, destroy hard copies.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Internal Audit					
Internal audit plan and reports	Until superseded	30 years	Destroy	Business use	Retain securely electronically, destroy hard copies.
Council, Committees and Working Groups					
Council agenda and minutes	Nil	Permanent (electronic and hard copy)	Retain securely electronically and signed minutes retained as hardcopy and	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			archived.		
Committee agenda and minutes – Advisory Committees and Working Groups	Nil	Permanent	Retain securely electronically and signed minutes retained as hard copy and archived.	Business use	
Council and Committee administration e.g., Signed	Date of appointment as office holder	Term of office plus 5 years	Destroy	Business use	Retain securely electronically. Applies to

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Codes of conduct, contracts, letters of appointment, disclosure of interests, Conflicts of interest, record of terms of office					Advisory and Disciplinary Committees.
Council and Committee training records and any feedback forms	Date of appointment as office holder	Term of office plus 5 years	Destroy	Business use	Retain securely electronically
Expression of interest for external membership of PSI Committees	Date of expiry of the panel	Successful applicants for the period of panel plus 2 years.	Destroy	Business use	Retain securely electronically. Unsuccessful applicants deleted once application

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					has been reviewed and notification given.
Expression of interest from Council members for membership of PSI Committees	Date information received	2 years	Destroy	Business Use	Retain securely electronically
Sealed Documents	Nil	Permanent	Review for archiving after 20 years	Business use	Retain securely hard copy
Motions	Nil	Permanent	Review for archiving after 20 years	Business use	Retain securely hard copy

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Programme Delivery, Strategic projects and continuous innovation projects					
Project prioritisation/planning lists, capacity management, templates, reporting to ELT	Date of approval of final version/until superseded	10 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Project documents incl. steering/work group agendas and documents	Final version	10 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Final reports	Nil	Permanent	Retain securely	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically		
Documents relating to MS submission	Nil	Permanent	Retain securely electronically	Business Use	
<b>ICT</b>					
<b>System Backups</b>					
Azure Cloud - Files Shares (F, G and P drives) daily back up	Date of back up	5 years	Destroy	Business use	Automatically deleted
Sharepoint	Date of backup	1 Years	Destroy	Business use	Automatically deleted
One Drive	Date of Backup	5 Years	Destroy	Business use	Automatically deleted
MS Teams	Date of backup	1 Years	Destroy	Business use	Automatically deleted
MS Teams Chat	Date of Backup	3 Months	Destroy	Business Use	Automatically deleted

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Azure Cloud - Files Shares (Sage, Micropay, Timeworks) daily back up	Date of back up	5	Destroy	Business use	Automatically deleted
AWS Cloud – daily backup - backup PSI Website	Date of back up	7 days	Destroy	Business use	Automatically deleted
AWS Cloud – Weekly backup - backup , PSI Website daily and Tableau	Date of back up	30 days	Destroy	Business use	Automatically deleted
CMS – Daily backup	Date of record	1 day	Destroy	Business use	Tape is manually overwritten
CMS – Weekly backup	Date of weekly back up	24 weeks	Destroy	Business use	Tape is manually overwritten



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
CMS – Monthly backup	Date of monthly record	1 Year	Destroy	Business use	Tape is manually overwritten
CMS – Yearly backup	Date of yearly record	1 Year	Destroy	Business use	Tape is manually overwritten
Email Archive					
Cloud email archive (emails sent, received and deleted)	Date of record at end of year	5 years	Destroy	Business use	Automatic deletion of electronic data from cloud email archive
Email Shared Mailbox					
Email mailboxes of former staff members	Date of staff member leaving PSI	1 year	Destroy	Business Use	Email boxes are manually deleted from Office 365
Former Staff members P drive or One Drive files	Date of staff member leaving PSI	1 year	Destroy	Business Use	Files and Folders are manually deleted from P and OneDrive

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Change Management					
ICT RFC documents	Nil	Permanent	Retain securely electronically	Business Use	
ICT UAT Testing	Date of record	3 years	Destroy	Business Use	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	Date of record (last incident)	3 years	Destroy	Business Use	Electronic data manually deleted from file shares
Records documenting attempted or	Date of record (last incident)	3 years	Destroy	Business Use	Electronic data manually

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
actual security breaches of the PSI's ICT systems, and action taken.					deleted from file shares
Monitoring Logs					
Records documenting routine monitoring of the use of ICT systems	Date of record	1 year	Destroy	Business Use	Electronic data manually deleted from file shares
Software license management					
Records documenting the maintenance of appropriate software licenses for live ICT systems.	Date of record (cancellation of license)	3 years	Destroy	Business Use	Electronic data manually deleted from system
ICT Support Request					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Records documenting user requests for technical and application support, and	Date of record (last action)	5 years	Destroy	Business Use	Electronic data manually deleted from system
<b>Human Resources</b>					
Unsolicited applications					
Unsolicited applications for jobs/posts and work experience programmes.	Date of receipt	Nil	Destroy	Business use	Destroy upon receipt
Recruitment Competition					
Workforce planning/busine	Nil	Permanent	Retain securel	Business use	Retain securely

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
ss cases submitted to the DoH for sanction			y electro nically		electronically, destroy hardcopies
Candidate Information booklet and job advert	Nil	Permanent	Retain securel y electro nically	Business use	Retain securely electronically, destroy hardcopies
Documents and details of applicants and shortlisting grid	Closing of competition	1 year	Destroy	Business use	Retain securely electronically, destroy hardcopies
Interview notes, marking and recommendations	Closing of competition	1 year	Destroy	Business use	Retain securely electronically, destroy hardcopies
<b>Personnel Files</b>					
<i>May include such records as:</i>	End of employment	7 years	Destroy	Business use	Retain securely electronically,

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
<ul style="list-style-type: none"> <li>• Personal contact details and emergency contact details</li> <li>• Application form, CV and cover letter</li> <li>• Interview notes</li> <li>• Contract(s) of employment</li> <li>• Role profile</li> <li>• Letters of appointment</li> <li>• Evidence of education and professional qualifications</li> <li>• References</li> <li>• Pre-employment</li> </ul>					destroy hardcopies

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including) Legal basis for retention	Notes
medical clearance • Employment Related Forms • Induction schedules • Probation form and correspondence • Performance appraisal forms • Risk Assessment records • Salary information • Medical certificates • Application(s) for L&D activities and financial support					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
for further education <ul style="list-style-type: none"> <li>• Evidence of completion of training</li> <li>• Resignation correspondence</li> <li>• Retirement correspondence</li> <li>• Superannuation forms</li> <li>• Section 51 Pension declaration</li> <li>• Verification of Irish Public Service</li> </ul>					
Service, unpaid leave and superannuation records	End of employment	Permanent	Retain securely	Business Use	Retain securely electronically,



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically		destroy hardcopies
Incident reports: Accident Report, Dangerous Occurrence Report and COVID-19 Suspected Case Incident Report	Date of incident	10 years	Destroy	Safety, Health and Welfare at work (General Application ) Regulations 2007 to 2016	Retain securely electronically, destroy hardcopies
Return to the Workplace Form	Date of receipt.	5 Years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Working Time/Hours Records					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Records of working hours	Date of worked day	3 years	Destroy	Organisation of Working Time Act, 1997	Retain securely electronically, destroy hardcopies
Leave Records					
Annual Leave	Date of leave	3 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Flexileave	Date of leave	3 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Sick Leave (self-certified/certified)	Date of absence	5 years	Destroy	Business use	Retain securely electronically, destroy hardcopies

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Maternity Leave (paid/unpaid)	End of employment	7 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Adoptive Leave	End of employment	7 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Parental and Parents Leave	End of employment	7 to 12 years	Destroy	Business use and Parental Leave Acts 1998 -2019	Depending on when the leave was taken. Employers must keep a record for a minimum of 12 years. Retain securely electronically,

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					destroy hardcopies
Force Majeure	Date of leave	8 years	Destroy	Parental Leave Acts 1998 -2019	Retain securely electronically, destroy hardcopies
Paternity Leave	Date of leave	8 years	Destroy	Paternity Leave and Benefits Act 2016	Retain securely electronically, destroy hardcopies
Carer's Leave	End of employment	7 to 8 years	Destroy	Business use and Carer's Leave Act 2001	Depending on when the leave was taken. Employers must keep a record for a minimum of 8 years. Retain securely

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					electronically, destroy hardcopies
Jury Service	Date of leave	1 year	Destroy	Business use	Retain securely electronically, destroy hardcopies
Study Leave/Exam leave	Date of leave	1 year	Destroy	Business use	Retain securely electronically, destroy hardcopies
Compassionate Leave	Date of leave	1 year	Destroy	Business use	Retain securely electronically, destroy hardcopies
Career Break	End of employment	7 years	Destroy	Business use	Retain securely electronically,

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					destroy hardcopies
Disciplinary Records					
Records relating to disciplinary action taken against an employee	Date of issue of warning/sanction	6 months - Verbal and 1 <sup>st</sup> warning. 12 months - Final and other disciplinary action	Destroy	Business use	Retain securely electronically, destroy hardcopies.
Records relating to criminal activity while employed	Date of notice	7 years	Destroy by confidential shredding/secure deletion of electronic files	Business use	Retain securely electronically, destroy hardcopies

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
HR Allegations and complaints					
Written allegations/complaints: <i>Records received/created as a result of investigating allegations/complaints</i>	Date of receipt of allegation/complaint	Retain electronic copy for 7 years post-employment. Destroy hardcopy.	Destroy by confidential shredding/secure deletion of electronic files	Business use	Retain securely electronically, destroy hardcopies
Occupational Health Reports: <i>Reports relating to personnel</i>	Date of Report	Retain electronic copy on personnel file for the duration of employment and for 5 years after last pension payment if no claim is made in the interim	Confidential shredding/secure deletion of electronic files	Business use	Retain securely electronically, destroy hardcopies

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Occupational Health Reports: <i>Reports not relating to specific members of staff</i>	Date of report	Retain electronic copy for up to 10 years from date of accident if no claim made in interim	Confidential shredding/secure deletion of electronic files	Business use	Retain Securely electronically, destroy hardcopies
Employee/Industrial Relations					
Union correspondence	Nil	Permanent	Retain securely electronically	Business use	Destroy hardcopies
Staff committees and working groups related documents (ToR,	Nil	Permanent	Retain securely electronically	Business use	Destroy hardcopies



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
agenda, minutes)					
Third Party recommendations (Workplace Relations Commission, Labour Court)	Nil	Permanent	Retain securely electronically	Business use	Destroy hardcopies
Awards and agreements	Nil	Permanent	Retain securely electronically	Business use	Destroy hardcopies
Individual Industrial Relations issues	End of employment	7 years	Destroy	Business use	Retain Securely electronically, destroy hardcopies
Industrial Relations Claims (e.g. correspondence,	End of employment	7 years	Destroy	Business use	Retain Securely electronically,

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
status records etc.)					destroy hardcopies
<b>Strategic Policy, Research and Communication</b>					
Publications					
PSI Newsletter and email bulletins	Nil	Permanent (electronic copy and one copy hosted in Newsletter software)	Retain securely electronically	Business use	As a public reference, copies of the newsletter are on the website
Contact information for emails/newsletters -obtained from PSI Registers -self-subscribed	Superseded	- Destroy once superseded  - Maintained electronically, option to unsubscribe	Secure deletion of electronic files	Business use	
Irish Pharmacy Journal 2007-2010	Nil	Permanent	Retain securely electronically	Business use	Retain electronic copy on website and electronic

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			and as hardcopy		PDF indefinitely and archive printed hard copies.
PSI corporate publications	Nil	Permanent	Retain securely electronically and as hardcopy (two copies)	Business use	Excess records should not be stored post-use. Destroy unused copies once superseded by non-confidential destruction.
Information Resources					
Briefing notes	Date of record	5 years	Destroy	Business use	Retain electronic copy only

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Training presentations for staff and Council	Date/superseded	5 years	Destroy	Business use	Retain electronic copy only
Museum artefacts, content and records	Nil	Permanent	Retain securely electronically and archive in library	Business use	
Public consultations carried out by PSI	Date of record	10 years	Destroy	Business use	Retain electronic copy of summary report only, also on website. Any personal data to be deleted

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					once report completed. Collection of personal data is minimised as a default.
Master stakeholder list	Until superseded	Retain current updated electronic version only.	Destroy	Business use	A review of the list to be carried out every six months and out of date data deleted
Statistical data (web, social media, consumer research data)	Date of record	5 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Research papers/consumer/user research	Date of record	10 years	Review for disposal	Business use	Retain securely electronically,

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			l or further retention by PSI		destroy hardcopies
Media Relations					
Media queries and log	Date of record	10 years	Destroy	Business use	Retain securely electronically, destroy hardcopies
Press releases and similar materials	Date of record	10 years	Review for disposal or further retention by PSI after 10 years	Business use	Retain securely electronically and on website

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Press clippings	Date of record	10 years	Destroy	Business use	Retain securely electronically
Corporate Identity					
Images, photos, infographics, stock photos and logos	Until superseded or no longer applicable	Retain relevant electronic copy.	Destroy	Business use	Destroy dates records. Delete former staff and Council member photos.
Event Management					
Attendee lists	Date of conclusion of event	5 years	Destroy	Business use	Destroy after event. Retain electronic copy of summary sheet for 5 years of

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					number of attendees
Operations e.g. venue details	Date of record	5 years	Destroy	Business use	Retain securely electronically
Strategic Policy					
Research documents- paper and electronic (including research and development of policy position papers; strategic policy projects)	Until superseded/dated research will be reviewed and deleted	5 years	Review for disposal or further retention by PSI / Destroy	Business use	Retain hardcopy and electronic research for 5 years and assess further retention/destruction
Draft copies of policy positions	Date/superseded	Retain significant copies, destroy excess records	Destroy	Business use	Drafts documenting stakeholder contributions or significant changes may



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					be retained where necessary. Efforts should be made to reduce copies of documents in draft form.
Final/published policy positions or similar documents	Nil	Permanent	Review for offsite archiving after 10 years. Printed publications - retain 2 copies for referen	Compliance and business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			ce and destroy excess copies.		
Significant correspondence with stakeholders (e.g. engagement and consultation, input to projects, decisions and agreements)	Date of correspondence	20 years	Review for disposal or further retention by PSI.	Business use	Retain securely electronically
Meeting records/minutes /decisions	Date of meeting	20 years	Review for disposal or further retention	Business use	Retain securely electronically

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			on by PSI.		
Consultation/survey data and responses	Date of record	10 years	Destroy	Business use	Retain electronic copy of summary data or report. Any personal data to be deleted once report completed. Collection of personal data is minimised as a default.
PSI responses to external consultations or external	Date of record	20 years	Destroy	Business use	Retain securely electronically. External consultation

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
requests for feedback/input					responses may be published on the PSI website where appropriate
Presentations for meetings and events	Date/superseded	Five years	Destroy	Business use	
<b>Community Pharmacy Quality and safety and Investigations</b>					
Authorised Officers' Reports					
Registration related inspection reports (Section 19) and associated documentation and evidence	Date of registration	10 years (electronic copy) Destroy hard copy when premises is registered	Destroy	Business use	Maintain securely electronically.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Inspection Reports (Section 67) and associated documentation and evidence—closed by I&E Manager <i>Including the following inspection reports: pharmacy systems, thematic, verification, re-inspection, professional cover etc. not considered under section 71</i>	Date report completed/closure of file	2 years (hardcopy) 10 years (electronic copy) (summary data retained electronically on CMS indefinitely)	Destroy inspection proformas by confidential shredding once uploaded electronically	Business use	Maintain securely electronically.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Authorised Officers' Reports and associated documentation and evidence (Inspection/Investigation) considered by the Registrar under Section 71 – no further action	Date of consideration and decision by Registrar	2 years (hardcopy) 10 years (electronic copy) (summary data retained electronically on CMS indefinitely)	Destroy	Business use	Maintain securely electronically.
Authorised Officers' Reports and associated documentation and evidence (Inspection/Investigation) considered by the Registrar	Date of consideration by Registrar/completion of action(s)	5 years (hardcopy) 20 years (electronic copy) (summary data retained electronically on CMS indefinitely)	Destroy	Business use	Maintain securely electronically.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
under Section 71 – further action					
Specialist Surveyor Activities					
Details of specialist surveyor activities, including reports and correspondence with pharmacists/pharmacies	1. Date of SS report 2. Date completion of correspondence with RPB 3. Date of referral for further action	5 years after close of file (electronic copy) 2 years after close of file (hardcopy information) Retain electronic summary for 10 years.	Destroy	1. Record of further action initiation 2. Record of referral	Maintain securely electronically.
Enforcement					
Authorised Officers Warrants (active and inactive)	Nil	Permanent	Review of archiving after 10 years.	Record of appointment and duration of appointment.	Maintain in hardcopy as sealed

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Standards for Pharmacies					
Final/published standards/guidance for pharmacies	Nil	Permanent	Retain electronic copies securely	Business use	
General Administration					
Section 23 statement requests and documents – external requests	Date of signature	2 years (electronic copy)	Destroy	Business use	Maintain securely electronically
Records of prosecution (not by PSI)	Date of prosecution	20 years (electronic and hardcopy) Retain electronic summary in CMS indefinitely.	Destroy	Subject to the provisions of Criminal Justice (Spent Convictions)	Maintain securely electronically. Some records are in hardcopy.



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
				and Certain Disclosures) Act 2016	
<b>Registrant and Customer Relations</b>					
Pharmacists <sup>1</sup> registration files					
EU/National and 3 <sup>rd</sup> country application files	Date of registration/file closed	Permanent (successful applications) 2 years (unsuccessful)	Retain securely electronically and as hardcopy Destroy (unsuccessful)	Business Use	Hardcopy confidential shredding

<sup>1</sup> PSI introduced a new online registration portal in September 2021 and as the applications processes are digitalized in a phased approach, the majority of files are retained electronically on the portal. Historical files and processes that are not on Regie are maintained in hardcopy.

All applications where a fee has been applied must be retained permanent for business use.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			applicat ions)		
New registration record signed by Registrar	Nil	Permanent	Retain securel y electro nically and hardco py	Business Use	
Address changes correspondence on files	Nil	Permanent	Retain securel y electro nically	Business Use	
Deceased persons registration files	Nil	Permanent	Retain securel y electro nically and as	Business Use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			hardcopy		
Continued Registration form	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
Incomplete applications	Date decision made	2 years (electronic and hardcopy)	Destroy	Business Use	Hardcopy confidential shredding Electronic copy delete
Voluntary Cancellation Records/Registrar Sign off records	Nil	Permanent	Retain securely electronically	Business Use	Electronic copy delete

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			and as hardcopy		
Restoration Records	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
3 <sup>rd</sup> Country Equivalence exam/PIA review folders & Documentation	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	Historical files maintained in hardcopy.
Pharmaceutical Assistant					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Registration Files					
Pharmaceutical Assistant registration files	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
Address changes correspondence on files	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
Deceased persons registration files	Nil	Permanent	Retain securely electronically	Business Use	.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			nically and as hardcopy		
Continued Registration form	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
Voluntary Cancellation Records/Registrar Sign off records	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	
Restoration Records	Nil	Permanent	Retain securely	Business Use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			y electro nically and as hardco py		
Druggist					
Registration Files	Nil	Permanent	Retain securel y electro nically and as hardco py	Business Use	
Deceased Registration Files	Nil	Permanent	Retain securel y electro nically	Business Use	.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			and as hardcopy		
Retail Pharmacy Business Registration					
Registration files – including application documents and enclosures, applications for continued registration, temporary relocation, material change forms, SI/SV nominations etc.	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	All applications where a fee has been applied must be retained permanent for business use Incomplete applications made in error on the portal will be deleted immediately



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Cancelled Registration – including cancellation applications and SI/SV nominations	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	Hardcopy confidential shredding Electronic copy delete. All applications where a fee has been applied must be retained permanently for business use. Incomplete applications made in error on the portal will be deleted immediately

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Application for registration files – withdrawn	Date of withdrawal	2 years	Destroy	Business Use	All applications where a fee has been applied must be retained permanent for business use
Application for registration files – refused	Date decision to refuse signed off	10 years	Destroy	Business Use	Electronic copy delete
Internet Supply List					
Applications and renewals – Part A and Part B	Nil	Permanent	Retain securely electronically and as	Business Use	All applications where a fee has been applied must be retained permanently

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			hardcopy		for business use.
Internet Supply – cancellations/removals	Nil	Permanent	Retain securely electronically and as hardcopy	Business Use	Hardcopy confidential shredding Electronic copy delete. PSI introduced a new online registration portal in September 2021 . This functionality was extended in August 2023 to include ISL applications & renew, and

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					as the applications processes are digitalized, the majority of files are retained electronically on the portal. Historical files and processes that are not on Regie are maintained in hardcopy. All applications where a fee has been applied must be retained

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					permanent for business use Incomplete applications made in error on the portal will be deleted immediately
Compliance information for websites on Internet Supply List – including records of website audits, correspondence, records of test purchases undertaken	Date of purchase or site visit	5 years (electronic copy) 2 years (hardcopy)	Destroy	Business use	Hardcopy confidential shredding Electronic copy delete

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Enforcement information – websites not on internet supply list	Date of referral	5 years (electronic copy) 2 years (hardcopy)	Destroy	Record of further action initiation	Hardcopy confidential shredding Electronic copy delete
EPC					
Qualification recognition applications	Nil	Permanent	Retain securely electronically	Business Use	
IMI Alerts					
Alert records	Nil	Permanent	Retain securely electronically (spread sheet)	Business Use	
New registration record signed by Registrar	Nil	Permanent	Retain securely	Business Use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically		
Concerns					
Individual Concern File	Date of decision to close file	2 years (electronic copy)	Destroy	Business use	Hardcopy confidential shredding Electronic copy delete
Queries					
Queries received via <a href="mailto:info@psi.ie">info@psi.ie</a> received by post or queries received via Chatbot channel. Applicant/Registrant feedback gathered via portal	Date of query/Date of feedback received	2 years (electronic copy)	Destroy	Business use	Hardcopy confidential shredding Electronic copy delete
Complaints					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Complaint files closed at Preliminary Proceedings Committee Stage (no further action)	Date of Council Meeting	10 years (electronic and hardcopy)	Destroy	Business and legal use	Hardcopy confidential shredding Electronic copy delete
Withdrawal files (where Council accept PPC advice to take no further action)	Date of Council meeting	10 years (electronic and hardcopy)	Destroy	Business and legal use	Hardcopy confidential shredding Electronic copy delete
PPC meeting Minutes	Date of PPC	10 years (electronic and hardcopy)	Destroy	Business and legal use	Hardcopy confidential shredding Electronic copy delete
Agenda and minutes for PPC Committee meetings	Date of PPC meeting	Retain electronic and hard copy for 10 years	Destroy by confidential	Business and legal use	<i>Transcripts from Inquiries are kept on inquiry file.</i>



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			shredding / secure deletion of electronic files		<i>Other minutes and meetings are kept with committee folder.</i>
<b>Professional Standards</b>					
National Pharmacy Internship Programme					
National Pharmacy Internship Programme (NPIP) (Applications) Intern files	Nil	Permanent	Retain securely electronically, retain hardcopy until registered	Business use	Destroy hard copies upon registration only.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
National Pharmacy Internship Programme (NPIP) documents relating to intern year, correspondence, Invoices, Contracts, documents relating to PRE	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	
Statements from Heads of Schools	Nil	Permanent	Retain securely electronically and retain securely as	Business use	Destroy hard copies after five years

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			hardcopy for five years only		
Accreditation					
5 Year Programme (accreditation)	Nil	Permanent	Retain securely electronically	Business use	
National Forum	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	
Accreditation (2012- current)	Nil	Permanent	Retain securely	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
(BSc finished in June 2018. Integrated MPharm in place since 2019)			y electro nically and as hardco py		
Accreditation (Pre 2012)	Nil	Permanent	Retain securel y electro nically and as hardco py	Business use	Refers to hard and electronic copies of final reports approved by Council
Review of MPharm and CPD Accreditation standards	Until superseded	Permanent	Retain securel y electro nically	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Change Management Process in relation to PEARS reviews	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	Hardcopies can be stored of site
Continuing Professional Development					
Irish Institute of Pharmacy (IIP) Meeting and workshop documentation	Nil	Permanent	Retain securely electronically	Business use	
All information on accreditation of CPD programmes	Nil	Permanent	Retain securely	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically		
Change Management Process in relation to CPD/reviews	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	Secure archiving on site
Applications relating to extenuating circumstances - ePortfolio & Practice Review	Registrar's decision	Up to 10 years	Retain securely electronically	Business use	Where EC is granted, retain application until registrant engages with ePortfolio/ Practice Review, and then destroy.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					Where EC is not granted, destroy application three years after consideration by Registrar.  Retain copy of decisions for 10 years.
Education/Remediation					
Documents relating to Pharmacists undergoing mentoring programmes	Nil	Permanent	Retain securely electronically and as	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
and associated policies			hardcopy		
Remediation					
Health Issues/Conditions and Undertakings	Date of decision	Retain electronic and hard copy indefinitely	Securely archiving	Business Use	
Assistants and Technicians					
Current Pharmacy Team Documents (Assistants and Technicians) Meetings with PAA. Mapping courses to national framework qualifications. Most recent - certs for	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	Excepting technician certs: applications for certs are destroyed after cert issued. Record maintained that a cert was issued for 5 years



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
technicians sent to GPhC and documents with consultants NARIC					
Old Pharmacy Team Documents (Assistants and Technicians) Information on technician and assistant courses. Old files. General information.	Nil	Permanent	Retain securely electronically and as hardcopy	Business use	
General Administration					
Documents relating, IPL conference/desk research etc.	Nil	Permanent	Retain securely electronically	Business use	Retain hard copy for 5 years

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			nically and as hardcopy		
Review of the Core Competency Framework (CCF) for pharmacists (Research, Draft, Guidance and final documents)	Nil	Retain final documents and guidance permanently and research and draft for five years	Retain securely electronically	Business use	
Code of Conduct (Research, Drafts, Guidance and final documents)	Nil	Retain final documents and guidance permanently and research and draft for five years	Retain securely electronically	Business use	
Review of CDP system for Pharmacists	Nil	Retain final documents and guidance permanently and research and draft for five years	Retain securely	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically		
<b>Finance</b>					
Accounts Payable					
Batches of Invoices and Vouchers	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential shredding/secure deletion of electronic files
Value Added Tax (VAT) Records	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential shredding /Secure deletion of electronic files
Tax Clearance Certificates	Date of record	Current year plus 6 years	Destroy	Companies Act 2014	Confidential Shredding/secure deletion

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
				Taxes Consolidation Act 1997	of electronic files
Cancelled Cheques	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential shredding/secure deletion of electronic files
Accounts Receivable					
Debtors Ledger	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential shredding/secure deletion of electronic files

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Income Listings & Income control accounts	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential shredding/secure deletion of electronic files
Receipts Reconciliation	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Revenue	Confidential Shredding/ Secure deletion of electronic files
Receipt Books	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential Shredding/ Secure deletion of electronic files
Bank Records					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Paid Cheques	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential Shredding/ Confidential shredding
Bank Reconciliations	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential Shredding/ Secure deletion of electronic files
Bank Statements	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential Shredding/ Secure deletion of electronic files

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Credit card records	Date of record	Current year plus 6 years	Destroy hard copies and electronic copies	Payment Card Industry Data Security Standard (PCIDSS)	Confidential shredding/secure deletion of electronic files
Fixed Assets					
Deeds & Titles of Properties / Assets	Nil	Permanent	Archive	Business Use	Secure onsite and offsite archive
Records of Sales & Purchases	Nil	Permanent	Archive	Business use	Secure offsite archive
Lease Agreements	Date of record	Hold original record for current year plus 6 years after expiration or 13 years if executed under seal	Destroy	Business use	Confidential shredding/secure deletion of electronic files
Assets Register	Date of record	Current year plus 6 years	Destroy	Business use	Confidential shredding/secure deletion

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including) Legal basis for retention	Notes
					of electronic files
Physical Planning records, Plans/Maps, Planning Applications/Approvals	Nil	Permanent	Review for disposal	Business use	Secure onsite and offsite archive
Depreciation Schedules	Date of record	Current year plus 6 years	Destroy	Companies Act 2014 Taxes Consolidation Act 1997	Confidential Shredding/secure deletion of electronic files
Insurance Records					
Property Insurance Policies	Until superseded	Current year plus 6 years	Destroy	Business use	Confidential shredding/secure deletion



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					of electronic files
Liability Insurance Policies	Until superseded	Current year plus 6 years	Destroy	Business use	Confidential shredding/secure deletion of electronic files
Insurance Claim documents	Date of record	Retain copy for current year plus 6 years	Review for disposal	Business use	Confidential shredding
Incident Report Forms (general)	Date of record	Retain hard copy for ten years	Review for disposal	Business use	Confidential shredding
Incident Report Forms (in specific where exposure to physical,		Permanent (hardcopy)	Review for disposal	Business use	Secure offsite archive

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
biological or chemical agents)					
Property Insurance Policies	Until superseded	Current year plus 6 years	Destroy	Business use	Confidential shredding/secure deletion of electronic files
Payroll					
Taxation records/reports/pension records/calculations, appointment/contract details, pay awards/increments, pay scales	Nil	Permanent Retain electronic and hard copy indefinitely	Archive	Taxes Consolidation Act 1997	Secure offsite archive
Authorisations to deduct from pay	Date of record	Permanent- Retain electronic and hard copy indefinitely	Review for	Business use	Confidential shredding/secure deletion

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			disposal		of electronic files
Council/Committee set up form	Date of record	Retain hard copy held for 6 years after cessation of term of office	Review for disposal	Business use	Confidential shredding /secure deletion of electronic files
Procurement					
Procurement records/ Invitation to Tender documents Tender Evaluations records/ reports	Nil	After completion of contract, retain hard copy or electronic copy for current year plus 6 years	Destroy	Business use	Confidential shredding /secure deletion of electronic file
Supplier Proposals	Date of record	Retain electronic copy for current year plus 6 years	Destroy	Business use	Confidential shredding /Secure deletion of

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					electronic files
Contract and Contract Management Files	Date of record	After completion of contract, retain hard copy or electronic copy for current year plus 6 years	Review for disposal	Business use	Appraise and evaluate for archiving
Procurement records of failed tenders	Date of record	Retain electronic copy for current year plus 1 year from effective of contract signature with successful tenderer	Destroy	Business use	Secure deletion of electronic files
Financial Records					
Financial Statements	Nil	Permanent Retain electronic and hard copy indefinitely	Retain securely electronically	Companies Act 2014 Taxes Consolidation Act 1997	Secure offsite archive of hard copy
Audit Reports – External	Nil	Permanent	Retain securely	Companies Act 2014	Confidential shredding

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronically	Taxes Consolidation Act 1997	
Management Accounts	Date of record	Retain electronic copy for current year plus 6 years	Destroy	Business use	Secure deletion of electronic files
Travel and Subsistence Records					
Travel Claims	Date of record	Retain legacy-only hard copy and all electronic for current year plus 6 years	Destroy	Taxes Consolidation Act 1997	Confidential shredding
Copy of vehicle insurance certificates for staff members and office holders	Date of record	Retain electronic copy for duration of the validity of the certificate plus 1 year, and/or until staff member/office holder ceases association with PSI plus 1 year,	Destroy	Business use	Secure deletion of electronic files; confidential shredding of hardcopy files

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Health and safety records					
Injury and Illness Incident Reports and related Annual Summaries; Logs of work-related injuries and illnesses	Date of record	Retain hard/soft copy for current year plus 6 years	Review for disposal	Business use	Secure deletion of electronic files; confidential shredding of hardcopy files.
Safety policies: Safety Statements, Building Emergency Evacuation Plans	Date of record	Retain electronic copy for 5 years after superseded then destroy	Destroy	Business use	Secure deletion of electronic files
Fire drill records	Date of record	Retain electronic copy for 5 years	Destroy	Business use	Secure deletion of electronic files

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
First Aid and Fire Warden training record	Date of record	Retain electronic copy for 5 years	Destroy	Business use	
Safety Audits, Investigations and safety evaluation records where cases result in significant changes to policy	Nil	Permanent	Archive	Business use	Appropriate filing/ secure archiving of electronic and hard copy records
Facilities					
Maintenance records (building, structures, grounds)  1. Major maintenance / fit-outs	Date of record	1. Retain electronic copy for 7 years following completion 2. Retain electronic copy for 2 years following completion	Review for disposal	Business use	Secure deletion of electronic files

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
2. Routine maintenance, cleaning work					
Records pertaining to security operations, lists of keys issued, office space	Date of record	Retain electronic and hard copy until superseded	Review for disposal	Business use	Confidential shredding/secure deletion of electronic files
Inspection records (work equipment etc.)	Date of record	Retain electronic copy for 5 years from date of inspection	Review for disposal		Secure deletion of electronic files
Security – CCTV footage	Date of record	Retain for maximum of 30 days, unless specifically required for investigation/security/safety/legal purpose	Review for disposal	Business use	Business use
<b>Legal Affairs</b>					
Fitness to Practise Inquiries					



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Fitness to practise inquiry files where complaint not substantiated	Date of Council decision to dismiss the complaint under section 48 Act.	15 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding
Summary record of fitness to practise inquiry files where complaint not substantiated	N/A	Permanent (electronic copy)	Retain securely electronically	Business use.	Confidential shredding of any hard copies.
Fitness to practise inquiry files where complaint substantiated leading to a sanction	(a) Date of Council decision to impose sanction where no High Court confirmation required.  (b) Date of High Court Order where High Court confirmation required	25 years (electronic copy)	Destroy	Business use.	Confidential shredding of any hard copies.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Summary record of fitness to practise inquiry files where complaint substantiated leading to sanction	Nil	Permanent (electronic copy)	Retain securely electronically	Business use.	Confidential shredding of any hard copies.
Fitness to practise files where Undertakings given	Date of Council meeting where Council noted undertaking and/or imposed admonishment/censure	25 years (electronic copy)	Destroy	Business use.	Confidential shredding of any hard copies.
Summary record of fitness to practice files where undertakings given	Nil	Permanent (electronic copy)	Retain securely electronically	Business use..	Confidential shredding of any hard copies.

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
General Classes of Records Held	Trigger	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Appeal files on sanction imposed where sanction overturned and no sanction imposed	Date of High Court Judgement/Order	15 years (electronic copy)	Destroy	Business use.	Confidential shredding of any hard copies.
Appeal files on sanction where sanction not overturned/new sanction imposed	Date of High Court Judgement/Order	25 years (electronic copy)	Destroy	Business use..	Confidential shredding of any hard copies.
Mediation files which progress	(a) Date of Council decision (noting outcome and imposing sanction	20 years (electronic and hard copy)	Destroy	Business use.	Confidential shredding of

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
under section 37 of the Act	where no High Court confirmation required.  Or  (b) Date of High Court Order where High Court confirmation required				any hard copies.
Summary of mediation files	Nil	Permanent (electronic copy)	Destroy by confidential shredding / secure deletion of electronic files	Business use.	
Trackers and logs of	Nil	10 years (electronic copy)	Destroy	Business Use	Confidential shredding of

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
complaints and activity					any hard copies.
Public Notice of FtP outcomes on PSI website	Periodic review of website in accordance with internal SOP's	Maintain publication in accordance with PSI Publications & Disclosure Policy	Remove from website with copies being maintained on inquiry files and records destroyed in accordance with the provision	Required to comply with statutory obligations on public notice under Pharmacy Act 2007.	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			ns above.		
Statutory Applications to Council					
Section 62 application files	High Court Order	25 years (electronic copy)	Destroy	Business use.	Retain electronic copy until fitness to practice file due to be destroyed which is 25 years from the date of the High Court confirmation Order. Confidential shredding

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					where hard copy exists.
Section 45 files where no referral to High Court, and no undertaking requested by Council	Date of Council decision (date Council considered the S.45 application)	10 years (electronic copy)	Destroy	Business use.	Confidential shredding where hard copy exists.
Section 45 files where undertaking requested by Council/referral to High Court made/undertaking requested by High Court	(a) Date of Council decision where undertaking requested (date Council meeting) or (b) Date of HC Order under Section 45 or date HC requested undertaking	15 years (electronic copy)	Destroy	Business use.	Confidential shredding where hard copy exists.
Prosecutions					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Prosecution files leading to no convictions	Date Court Decision	10 years (electronic and hard copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding where hard copy exists.
Prosecution files leading to convictions	Date Conviction Order	20 years (electronic and hard copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding where hard copy exists.
Summary of Prosecution files leading to convictions	Nil	Permanent (electronic copy)	Retain securely electronically	Business use.	Confidential shredding where hard copy exists.



General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Appeal of Prosecution (leading to prosecution struck out)	Date Court Order	10 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding where hard copy exists.
Appeal of Prosecution files (no change to convictions)	Date Court Order	20 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding
Other Court Related Matters					
Judicial Review files	Date judgement/Court Order	15 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
					where hard copy exists
Where any legal proceedings have been issued against or involving PSI	Date of Court order/date of resolution of legal proceedings - e.g. date settlement agreement.	15 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding
Pre-action correspondence but no proceedings issued	Date of decision to close file	10 years (electronic copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding
Alternative Dispute Resolution Files	Date of ADR proceedings	15 years (electronic and hard copy)	Destroy	Business use.	Secure deletion of electronic files and confidential shredding
Legal Advice					

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
Internal Legal Advice - provided by Legal Affairs team to staff members of PSI - files opened, documents and emails	Date file closed	20 years (electronic copy) retained in an unredacted format. Redaction required if maintained longer than the retention period.	Review for disposal	Business use.	Record of advices for future matters Secure deletion of electronic files and confidential shredding where hard copy exists.
External Legal Advice – solicited by Legal Affairs team from External Legal Advisors/Barristers - files and emails	Date file closed	20 years (electronic copy), retained in an unredacted format. Redaction required if maintained longer than the retention period.	Destroy by confidential shredding / secure deletion of	Business use.	Record of advices for future matters

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including Legal basis for retention)	Notes
			electronic files		
Disciplinary Committees					
Disciplinary Committee Procedures, Aide Memoires,	To assist performance of statutory function – updated as needed	Indefinitely	Destroy by confidential shredding / secure deletion of electronic files	Business Use	
Policies & Procedures					
PSI Fitness to Practise and Complaints Handling SOPs, guidance	Until superseded	Indefinitely	Destroy by confidential shredding	Business use	

General Classes of Records Held	Trigger (The event that prompts the start of the retention period)	Retention Period	Final Action	Rationale (including) Legal basis for retention	Notes
documents, policies and procedures to include Committee procedures and guidance documents, aide memoires, decision trees etc.			ng / secure deletion of electronic files		