

## Records Retention Schedule

Type of File / Record	What is included on File / Record	Retention Period
Competition File (Physical)	As per Competition Checklist at Appendix E	Indefinite – transfer to National Archives
Other Competition Documents	Board members notes not forming part of the official record (i.e. not the notes taken by PAS Representative) and duplicate applications/other duplicate records	Destroy once board report has been prepared
Competition Documents (Electronic)	Board Member Correspondence, Supplementary Applications, other documents containing personal information	Three years
Competition Documents (Electronic)	General competition related documentation containing no personal information or templates with personal information deleted	Indefinite
Clearance & Assignments File (Physical)	As per Clearance & Assignments File Checklist	Three years
Requests for Reviews (Electronic)	Request received; acknowledgement; response from PAS; all associated research	Three years (unless there is a legal case underway)



Type of File / Record	What is included on File / Record	Retention Period
STAR Information – non personal	All non personal information on STAR	Retain indefinitely
STAR Information –personal	All personal information on STAR (candidate application data including title, name, phone number(s), email address, postal address, gender, PPNS, date-of-birth, qualifications, work experience); CVs and Personal Statements for some competitions; assessment details and scores*; interview details and scores*; assignment details*; correspondence to candidates message board)	Indefinite; can be deleted by candidates themselves; *where a candidate has progressed through a selection process this information will be anonymised rather than deleted unless it forms part of the Competition File for transfer to the National Archives
Personality Questionnaires	Reports based on responses provided by candidates	18 months
Verbal References (for competitions with one vacancy only)	Record of all verbal references provided	3 months
Verbal References (for competitions with a panel)	Record of all verbal references provided	Lifetime of the panel
Hospital Consultant Referee Report	Reports on Training and Relevant Experience	1 year



Type of File / Record	What is included on File / Record	Retention Period
Special Accommodations Documentation	Record of candidate name and number, details on disability for which accommodations are required, photocopy of original medical reports, accommodations agreed, competitions applied for	Records on candidates retained indefinitely Photocopies of Medical Reports retained for 3 years; candidates will be reminded every three years that PAS is retaining this data and the candidate can request PAS delete this information at any stage
Scripts, Presentation Exercises, Work Samples, other written assessments	Candidate number/name, candidates own work on these exercises	Securely destroyed one year after the panel is exhausted
Assessors notes in relation to Scripts, Work Samples, other written assessments	Candidate number/name, assessors notes and comments on these exercises	Securely destroyed one year after the panel is exhausted; breakdown of scores retained on the Competition File
Assessor notes from presentation exercise	Candidate number/name, assessors notes & marks and comments on these exercises	Securely destroyed one year after the panel is exhausted; breakdown of scores retained the on Competition File



Type of File/Record	What is included on File/Record	Retention Period
Website Registration / Profile	Username, Candidate I.D., Title, Name, Address, Phone Number(s), Email Address, Postal Address, Date-of-Birth, Highest Qualification, Career Level, Special Needs, Job Alerts, Job Category, Job Sub Category	Information to be retained indefinitely. Candidates will have the option to delete their profile.
Google Data Analytics used to help analyse how users use Publicjobs.ie. This analytical tool uses cookies to collect standard internet log information and visitor behaviour information in an anonymous form.	<ul style="list-style-type: none"> <li>• The name of the domain from which you access our site</li> <li>• The date and time you access our site</li> <li>• The Internet address of the website from which you linked directly to our site.</li> </ul>	50 months
Psychometric Tests	Candidate name and number and candidate scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely.
Bespoke Tests	Candidate name and number; candidate responses and scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely.
Testwise (PAS in-house testing system)	Candidate name and number; candidates' responses to each question for some tests, candidates' scores	Full data to be retained for as long as campaign is active. Historical data to be anonymised and retained indefinitely.
Candidate Feedback	All requests for and responses to candidates in relation to assessment feedback	Securely destroyed one year after the panel is exhausted



<b>Type of File/Record</b>	<b>What is included on File/Record</b>	<b>Retention Period</b>
Equal Opportunities Data	Information gathered at exam stage in relation to specific grounds from the Equality legislation.	Information retained for statistical purposes
Irish Interview Results	Candidate and board member's names; results/scores of Irish Interview	Indefinite – retained on relevant Competition File
Video Interview records	Candidate's video interview	One year after the panel is exhausted
Remote Proctoring records	Record of candidate's test sitting	One year after the panel is exhausted
Documentation collected from candidates called to interview who are not successful at interview	Copies of Certificates and identification documentation; Garda vetting application; Health and Character Declaration	Destroy immediately once final board report signed
Board Member / Assessors / Invigilators Questionnaires and Details	Contact details (title, name, phone number(s), email address; postal address); service on selection boards; relevant training and experience where provided; CVs where provided. For those who are paid – bank account details, PPSN, tax credits and record of all payments.	Indefinite – Personal Information on board members/assessors/invigilators will be retained indefinitely for current interview board members/assessors/invigilators. Reminders issued every two years of data held and that it can be deleted on request.



Type of File/Record	What is included on File/Record	Retention Period
Suppliers	Tax Clearance Certificate Electronic Format, via ROS; Company name, address and contact details; bank account information; records of all payments made	Supplier Forms and details and details of redacted bank details will be held indefinitely
Parliamentary Questions (Physical/Electronic)	Question asked, response submitted and any supporting material	3 years
Correspondence from TDs (Physical)	Question asked, response submitted and any supporting material	3 years
Personnel Files	Name, address, PPNS, contact numbers, sick leave record and medical documents, civil service career history, salary and superannuation details, contracts, record of annual and other types of leave or work-life balance; PMDS ratings; training records; live disciplinary or other investigation related documentation; merit awards, next-of-kin information, education and qualifications records.	Sent to new organisation on transfer; retained indefinitely for pension purposes



Type of File / Record	What is included on File / Record	Retention Period
PAS – Personnel Legacy System	Name, address, PPNS, contact numbers, sick leave record, civil service career history.	Indefinite for pensions purposes
Microfiche details for former staff	Name, address, contact numbers, sick leave record	Indefinite for pensions purposes
Staff Census Forms (Optional)	Disability status of staff on an annual basis – self declaration	Three years
Ethics in Public Office Returns (Physical)	Returns received from all relevant PAS staff / members of the PAS Board	15 years
Legal Files	Records of legal problem and legal advice sought and received	Indefinite – Transfer to National Archives
Policy Files	Documentation in relation to any policy decisions made by PAS and any discussions around those decisions	Indefinite – Transfer to National Archives
Validation / Trialling Data	Candidate ID, name, any equality data captured such as age and gender, test Scores, any assessment/ exercise scores, interview scores, scores from predictive criterion e.g. training scores or manager/supervisor ratings	Files need to be kept indefinitely but identifiers removed once analysis is complete



Type of File/Record	What is included on File/Record	Retention Period
Procurement Files (Physical)	As per Procurement Checklist on Intranet	7 years
Finance Files (Physical)	Staff Salary Files Fees and Travel Expenses for Board Members and Board of PAS	Indefinite
FOI (Physical)	FOI request and request for review (if appropriate); acknowledgement(s), response(s) from PAS, copies of all associated documents; all correspondence with the Information Commissioner	1 year unless the case has gone to the Information Commissioner; 2 years if case has gone to the Information Commissioner
Data Protection (Physical)	Data protection request and response	7 years
Complaints (Physical)	Request received; acknowledgement; response from PAS; all associated research	One year after the panel is exhausted
General Correspondence	Query and response	If by email retained in mailmeter for 3 years; otherwise 1 year
Emails	All emails received and sent	Retained for three years
CCTV Footage	All footage captured on PAS CCTV	30 days
Executive Assessment Reports	Report of candidate's executive assessment if called for final interview	3 months





Type of File / Record	What is included on File / Record	Retention Period
Correspondence / Meetings with the Department of Public Expenditure and Reform	Records of non-campaign specific correspondence and meetings with D/PER	Indefinite  Information relating to specific campaigns should be retained indefinitely on competition files
Correspondence / Meetings with Local Government Management Authority (LGMA) and the County and City Managers Association(CCMA)	Correspondence / Meetings with LGMA and CCMA	Indefinite  Information relating to specific campaigns should be retained indefinitely on competition files
Correspondence / Meetings with Clients	Correspondence / Meetings with Clients	Indefinite
PAS Board documentation Management Board documentation Senior Management meeting documentation Recruitment Management meeting documentation Internal Audit Committee documentation Risk Management Group	Documentation related to these committee/groups and official minutes of meetings	Indefinite
Quality Group documentation; Project Group documentation	Documentation related to these committee/groups and official minutes of meetings	Indefinite
Administrator Report Forms from Test Sessions	Notes on the testing session and any issues raised	6 months where there are no related requests for a review; 3 years where there is a related review



