

Records – How Long to Keep?

This table outlines the most up to date information available on record keeping. All the records listed are required to be retained under legislation.

Public Holiday Records	3 years
Minimum Wage	3 years
Revenue Commissioners payslips, P30, P65, etc.	6 years
Staff Accident & Incident Records	10 years
Cleaning & Haccp records	2 years
Staff personnel Files	6 years
Childcare Records/Child development Records/Child Accident Incident	until the child is 21 years of age
Accounts	7 years
Annual Leave	3 years
Maternity Leave	1 year
Adoptive Leave	1 year
Parental Leave*	8 years
Force Majeure Leave*	8 years
Carers leave	8 years
Notice or Copies of Notice	3 years
*Form OWT1 – this is a requirement if services do not have a clock in or swipe card system	3 years
Sick leave/payment for sick leave	3 years