
BROTHERS OF CHARITY SERVICES IRELAND

RECORDS RETENTION SCHEDULE



This document should be read in conjunction with the Brothers of Charity Services Records Management Policy. Together these documents help to ensure that the organisation is maintaining necessary records for an appropriate length of time. This is a controlled document and is subject to change at any time.

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1. INTRODUCTION

A wide variety of records are held by the Brothers of Charity Services these records include health and social care records, financial records, human resources records and general administrative records. This document outlines the minimum retention period for records and applies to records of all types regardless of the medium on which they are held.

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
2. FINANCIAL RECORDS				
Annual Financial Statements	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Audit reports	Head Office	6 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Bank reconciliation	Head Office	Monthly Reconciliations – 1 year Year End Reconciliation - 6 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Bank statements	Service Areas/Head Office	Original - 10 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Purchase Ledger - Invoices - Payments	Service Areas/Head Office	Original - 6 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Cancelled cheques	Head Office	6 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Capital Projects – Invoices/Quotations/Tenders	Head Office	Retain for 12 years from end of project	Appraise and evaluate for archiving	HSE Retention of Financial Records NFR-08
Circulars F. Team	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Contract/Contract Management files	Service Areas/Head Office	Hold for 2 years after expiry of contract	Destroy by shredding	HSE Retention of Financial Records NFR-08
Control Account Reports	Head Office	6 years	Destroy by shredding	
Department of Health and Children Circulars and Correspondence	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Depreciation Schedules	Head Office	6 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Management Account Reports	Service Areas/Head Office	1 year - Service Areas Year End Report - 6 years at Head Office	Destroy by shredding	HSE Retention of Financial Records NFR-08
General Correspondence on Financial Administration	Service Areas	Retain for 12 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
House Accounts - Receipts/Invoices - Reports	Service Areas/Head Office	Hold for 6 years at Head Office	Destroy by shredding	
Internal financial policies, accounting standards, procedures etc.	Head Office	Hold for 6 years at Head Office	Archive	HSE Retention of Financial Records NFR-08
Invitation to Tender documents	Service Areas/Head Office	Hold for 2 years after end of contract	Destroy by shredding	HSE Retention of Financial Records NFR-08
Journals	Head Office	6 years	Destroy by shredding	
Paid cheques/Copy Cheques/Electronic transfers	Head Office	6 years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Payment Authorisation Books	Service Areas	Hold for 2 years	Destroy by shredding	
Petty Cash	Service Areas	Original - 6 years (Head Office) Copies – 2 Years	Destroy by shredding	
Property Accounts /Fund Accounts of People Supported by Services	Service Areas	Hold indefinitely or for 6 years after death		HSE Retention of Financial Records NFR-08
Purchase order books	Service Areas	Original - 6 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Receipt books	Service Areas	Original - 6 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Sales Ledger - Invoices - Receipts	Service Areas	Original - 6 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08
Supplier proposals	Service Areas	Hold for 2 years after award of contract	Destroy by shredding	HSE Retention of Financial Records NFR-08
Tax clearance certs	Head Office	Hold until superseded by a more recent Tax Clearance Cert or for 6 years from last supplier interaction	Destroy by shredding	HSE Retention of Financial Records NFR-08
Tenders (successful)	Service Areas/Head Office	Tender period plus 6 years	Destroy by shredding	
Tenders (unsuccessful)	Service Areas	6 years	Destroy by shredding	
Travel claims	Service Areas	Original - 6 years Copies – 2 Years	Destroy by shredding	HSE Retention of Financial Records NFR-08
3. PROPERTIES, MOTOR VEHICLES AND EQUIPMENT				
Buildings and engineering works, – key records (e.g. final accounts, surveys, site plans, bills of quantities)	Service Areas/Head Office	Retain indefinitely	Archive	
Deeds & Titles of Properties/assets	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Equipment - Inspection reports (e.g. boilers, lifts)	Service Areas	Lifetime of installation If there is any measurable risk of a liability in respect of installations beyond their operational lives, the records should be retained indefinitely	Destroy by shredding	PATH5 HSE Health Service Policy 2013 Record Retention Periods

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Equipment – records of non-fixed equipment, including specification, test records, maintenance records and logs	Service Areas	Lifetime of equipment If there is any measurable risk of a liability in respect of equipment beyond their operational lives, the records should be retained indefinite	Destroy by shredding	PATH5 HSE Health Service Policy 2013 Record Retention Periods
Lease Agreements	Head Office	Hold for 6 years after expiration	Destroy by shredding	HSE Retention of Financial Records NFR-08
Manuals (operating)	Service Areas	Lifetime of equipment	Destroy by shredding	
Plans – building (as built)	Service Areas/Head Office	Lifetime of building	Archive	
Properties - Sale and Purchase records	Service Areas/Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Property register	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Vehicle Records: Drivers' log books, Vehicle mileage records etc.	Service Areas	5 years unless litigation ensues	Destroy by shredding	
Vehicle Records: Registration records	Head Office	5 years unless litigation ensues	Destroy by shredding	
4. INSURANCE				
Accident Reports	Service Areas/Head Office	Original - indefinitely Copies – 2 Years	Archive	HSE Retention of Financial Records NFR-08
Copies of Staff Driving Licences	Head Office		Destroy by shredding	
Copies of Staff Motor Insurance Policies	Head Office		Destroy by shredding	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Incident Reports	Service Areas/Head Office	Original - indefinitely Copies – 2 Years	Destroy by shredding	
Insurance Certificates	Head Office		Destroy by shredding	
Insurance claim documents	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Insurance Policies - Property (Owned) - Property (Leased)	Head Office	Retain indefinitely	Archive	HSE Retention of Financial Records NFR-08
Insurance Policies - Motor Vehicles	Head Office		Destroy by shredding	
5. PAYROLL - FILES				
Duty Rosters	Service Areas	6 years after the year to which they relate Hold	Destroy under confidential conditions	
Listings /payslips	Head Office	Retain indefinitely	Archive	
P35 Reports	Head Office	Retain indefinitely	Archive	
P60 Reports	Head Office	Retain indefinitely	Archive	
Payroll Creditors – VHI, AVC, INO	Head Office	Retain indefinitely	Archive	
Payroll Month-end Reports	Head Office	Retain indefinitely	Archive	
Payroll Salary Adjustments	Head Office	Retain indefinitely	Archive	
Payroll Union Contributions	Head Office	Retain indefinitely	Archive	
Payslips	Head Office	Retain indefinitely	Archive	
PIMS/SIMS Year end Reports	Head Office	Retain indefinitely	Archive	
Salary Scales/National Wage agreements	Head Office	Retain indefinitely	Archive	6.0 HSE Health Service Policy 2013 Record Retention Periods
Sick Certs	Head Office	Retain indefinitely	Archive	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Staff Complement File/Census Returns/Employment Controls	Head Office	Retain indefinitely	Archive	6.0 HSE Health Service Policy 2013 Record Retention Periods
Staff Personnel Files	Head Office	Retain until 6 years after death or death of beneficiary and/or qualifying dependent	Archive	
Tax Credit Certs	Head Office	Retain indefinitely	Archive	
Weekly Timesheets – Excel/Word	Service Area/Head Office	6 years after the year to which they relate	Destroy under confidential conditions	Organisation of Working Time Act 1997 stipulates keeping these records for 3 years
6. LEGAL				
Records/documents related to any litigation	Head Office	As advised by the organisation's legal advisor. All records to be reviewed. Normal review 10 years after the file is closed	Destroy under confidential conditions	HRC49 HSE Health Service Policy 2013 Record Retention Periods
Legal Opinion Records	Head Office		Archive	
7. ADVOCACY, TRAINING & EVALUATION				
Advocacy -				
Annual Programme of Courses and Training	Training Dept.	Retain indefinitely	Archive	6.0 HSE Health Service Policy 2013 Record Retention Periods
Attendance lists for mandatory training	Training Dept.	Retain indefinitely	Archive	
Information and Published Material on External Training Courses and 3 rd Level Courses	Training Dept.	6 years after the information has been superseded	Recycle or destroy by shredding	
Minutes of Meetings of Staff Training Dept.	Training Dept.	Retain indefinitely	Archive	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Records of all Staff Training completed including Health & Safety Training	Service Area/H&S Dept.	Retain until 6 years after death	Destroy by shredding	
Student Work Placement Records - Application Forms - Placement Reports	Service Areas/Training Dept	Original – indefinitely Copies – 2 Years	Destroy by shredding	
Training Course content and revision	Training Dept.	Retain One set indefinitely	Archive	
Evaluation -				
8. HUMAN RESOURCES				
Annual Leave Request Records	Service Areas	Retain for 3 years	Destroy under confidential conditions	Organisation of Working Time Act 1997 stipulates keeping these records for 3 years.
Recruitment Competition Files - Applications and CV's of candidates called for interview - Applications and CV's of candidates not qualified or short listed - Interview marking sheet - Interview Board notes - Job Advert - Selection Criteria	HR Dept.	Retain for 2 years	Destroy under confidential conditions	See Employment Equality Act 1998. The legal requirement is to keep competition files for a minimum of 6 months with a further 6 months necessary if a case is brought against the employer under the Equality Act. A period of 2 years more than adequately meets the legislative requirements and provides a reasonable period of time to provide reasons for Decisions under Section 10 of the FOI Act 2014

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Personnel File <ul style="list-style-type: none"> - Application and CV - Carer's Leave Records - Contract/Personal Specification/Job Description - Parental Leave Records - Probation Forms - Sick Leave Records - References 	HR Dept.	Personnel files to be retained for 7 years after the employees term of service has completed. Retain for duration of employment and forward to Pensions Section on retirement of staff member. Hold for 7 years	Destroy under confidential conditions	6.0 HSE Health Service Policy 2013 Record Retention Periods
Pensioner File <ul style="list-style-type: none"> - Refund File - Preserved Benefit Statement - Temporary Service Files - Pension Benefit Statements 		7 years after the death of the pensioner	Destroy under confidential conditions	6.0 HSE Health Service Policy 2013 Record Retention Periods
HR Absence Management Reports Copies – Service Areas	HR Dept.	Retain for 2 Years	Destroy under confidential conditions	
Industrial Relations/Trade Union negotiation	HR Dept.	Retain indefinitely	Archive	6.0 HSE Health Service Policy 2013 Record Retention Periods
Pay and conditions (exceptions)		Retain indefinitely	Archive	6.0 HSE Health Service Policy 2013 Record Retention Periods
Employer/Industrial Relations Case Files		7 years from completion of the case	Destroy under confidential conditions	6.0 HSE Health Service Policy 2013 Record Retention Periods
Occupational Health Records <ul style="list-style-type: none"> - Pre-employment medical reports 	HR Dept.	Retain indefinitely	Archive	
References	HR Dept.	See Staff Personnel Files.	Archive	
Unsolicited Applications for Jobs	HR Dept.	Retain for 1 year	Destroy by shredding	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
9. ADMINISTRATIVE				
Agendas of board meetings, committees, sub-committees (master copies, including associated papers)	Service Areas/Head Office	Retain indefinitely	Archive	
Annual/corporate reports	Head Office	Retain indefinitely	Archive	
Complaints (Correspondence, Investigation and outcomes)	Head Office	Retain indefinitely	Archive	
Data Protection – record of subject access request processing	Head Office	3 Years	Destroy under confidential conditions	
Data Protection – General compliance records				
Freedom of Information requests	Head Office	Retain indefinitely	Archive	
Litigation dossiers (complaints including accident/incident reports) Records/documents relating to any form of litigation	Head Office	Retain indefinitely	Archive	
Meetings and minutes papers of major committees and sub-committees (master copies)	Head Office	Retain indefinitely	Archive	
Papers of minor or short-lived importance not covered elsewhere, e.g... anonymous or unintelligible letters drafts duplicates of documents known to be preserved elsewhere (unless they have important minutes on them)	Service Areas/Head Office	2 years after the settlement of the matter to which they relate	Destroy under confidential conditions	
Information leaflets	Service Areas/Head Office	6 years after the leaflet has been superseded	Destroy	
Quality assurance records	Head Office	Retain indefinitely	Archive	

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Records Management – - Records of records destroyed	Head Office	Retain indefinitely	Archive	
National Intellectual Disability Database Records	C&F Centre			
Volunteer records		Retain indefinitely	Archive	
Volunteer records – applicants who have been judged to be unsatisfactory		Retain indefinitely	Archive	
Diaries –Staff - Senior Management - Multidisciplinary Professionals - Team Leaders - Front Line Staff - Administrators		Retain for 10 years	Destroy by shredding	
Diaries - Service Areas		Retain indefinitely	Archive	
10. PENSION/SUPERANNUATION FILE				
Calculations and final awards	Head Office	Retain until 6 years after death	Archive	
Contributions Paid – Reports & Adjustments	Head Office	Retain until 6 years after death	Archive	
Copy of Birth Certificate/Passport Unpaid Absences Records Payroll adjustments letters for: · Unpaid Sick Leave · Parental Leave · Unpaid Maternity Leave · Career Break	Head Office	Retain until 6 years after death	Archive	
Pensionable Service - Payroll Adjustment or letters	Head Office	Retain until 6 years after death	Archive	
Pre Entry Service	Head Office	Retain until 6 years after death	Archive	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Purchased Service i.e. Notional Service – Payroll Adjustments or letters	Head Office	Retain until 6 years after death	Archive	
Records of Refunds (to former staff)	Head Office	Retain until 6 years after death	Archive	
Transferred Service - Certificates of Service Letters	Head Office	Retain until 6 years after death	Archive	
11. HEALTH AND SAFETY				
Accident Statistics	H&S Dept..	Retain permanently	Archive	
Fire Drill Records	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Fire Equipment Certificate Copies – Service Areas	Service Areas/H&S Dept.	6 years from date equipment is de-commissioned	Destroy under confidential conditions	
Fire Registers	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Archive	
H&S Audits	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
H&S Codes of Practice	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
H&S Insurance correspondence	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Hazard Report forms	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Health & Safety Authority Correspondence	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Health & Safety Meeting	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Incident Report forms	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	S.I. No. 44/1993 Safety, Health and Welfare at Work (General Application) Regulations 1993 – 60. Keeping of Records – recommends - Retain for 10 Years
Manual Handling Risk assessment Checklists	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Pregnant Employee assessment Forms	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	
Risk Assessments	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	S.I. No. 44/1993 Safety, Health and Welfare at Work (General Application) Regulations 1993 – 60. Keeping of Records – recommends – retain for 10 Years
Safety Audits Copies	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Safety Inspections	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	Regulation 30: Inspection of work equipment – Safety, Health and welfare at Work (General Application) Regulations 2007- Recommends - 5 Years from the date of inspection
Safety Manuals	Service Areas/H&S Dept.	Retain for 7 Years	Destroy under confidential conditions	
Safety Policies	Service Areas/H&S Dept.	Retain for 7 Years	Destroy under confidential conditions	
Safety Statements	Service Areas/H&S Dept.	Original - indefinitely Copies – 2 Years	Destroy under confidential conditions	S.I. No. 44/1993 Safety, Health and Welfare at Work (General Application) Regulations 1993 – 60. Keeping of Records – recommends - Retain for 10 Years
Safety Training Records	Service Areas/H&S Dept.	Retain on personnel file for duration of employment and for 5 years after last pension payment	Archive	
Safety Training Records Copies – Service Areas (Manual Handling etc.)	Service Areas/H&S Dept.	2 years from date of Audit	Destroy under confidential conditions	

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
12. RECORDS OF PEOPLE SUPPORTED BY SERVICES				
Records of people currently supported by services	Services Areas/Multi-D Support Teams	Retain indefinitely during the lifetime of the person, and for 8 years after death	Destroy under confidential conditions	HRC42 HSE Health Service Policy 2013 Record Retention Periods
Records of people who are no longer availing of services	Services Areas/Multi-D Support Teams	Retain for 20 years from date of last entry in the records	Destroy under confidential conditions	HRC42 HSE Health Service Policy 2013 Record Retention Periods
Psychology Records of people supported by services		Retain indefinitely during the lifetime of the person, and for 8 years after death.	Destroy under confidential conditions	HRC48 HSE Health Service Policy 2013 Record Retention Periods
Social Work Records of adults supported by services		Retain indefinitely during the lifetime of the person, and for 8 years after death.		HRC52 HSE Health Service Policy 2013 Record Retention Periods
Social Work Records of children supported by services		Retain indefinitely during the lifetime of the person, and for 8 years after death. Note: Records created under the Child Care legislation – hold in perpetuity.	Destroy under confidential conditions	HRC52 HSE Health Service Policy 2013 Record Retention Periods
Speech and Language Therapy Records		Retain indefinitely during the lifetime of the person, and for 8 years after death	Destroy under confidential conditions	HRC53 HSE Health Service Policy 2013 Record Retention Periods
Clinical Audit Records		5 Years	Destroy under confidential conditions	HRC11 HSE Health Service Policy 2013 Record Retention Periods

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Photographs (where the photograph refers to a particular patient it should be treated as part of the healthcare record)		Retain indefinitely during the lifetime of the person, and for 8 years after death.	Destroy under confidential conditions	HRC43 HSE Health Service Policy 2013 Record Retention Periods
¹ Healthcare records (excluding records not specified elsewhere in this schedule)		8 years after conclusion of treatment or death	Destroy under confidential conditions	HRC23 HSE Health Service Policy 2013 Record Retention Periods
“Serious untoward incident” records		30 years	Destroy under confidential conditions	HRC24 HSE Health Service Policy 2013 Record Retention Periods
Records of Destruction of Individual Healthcare records (case notes) and other health related records contained in this retention schedule (in manual or computer format)		Permanently		HR50 HSE Health Service Policy 2013 Record Retention Periods
Scanned Records relating to people supported by services		20 years after the last entry in the record or 8 years after the person’s death	Destroy under confidential conditions	HR51 HSE Health Service Policy 2013 Record Retention Periods
Admission Books (where they exist in paper format)		8 years after the last entry	Likely to have archival value. Contact the National Archives (Records Acquisition Division)	HR3 HSE Health Service Policy 2013 Record Retention Periods
Discharge Books (where they exist in paper format)		8 years after the last entry	Likely to have archival value. Contact the National Archives (Records Acquisition Division)	HR18 HSE Health Service Policy 2013 Record Retention Periods

¹ “A healthcare record refers to all information collected, processed and held both in manual and electronic formats pertaining to the service user and their care. It includes demographics, unique identification, clinical data, images, investigations, samples, correspondence and communications relating to the service user and their care” HSE Health Service Policy 2013 Record Retention Periods

GENERAL CLASSES OF RECORDS HELD	ORIGINATED	DEFAULT RETENTION PERIOD	FINAL DISPOSITION	SOURCE OF GUIDANCE
Records of persons with a Mental Disorder (within the meaning of the Mental Health Acts 1945 to 2001)		20 years after the date of last contact between the patient/client/service user and any health care professional employed by the mental health provider, or 8 years after the death of the patient /client/service user if sooner	Destroy under confidential conditions	HR31 HSE Health Service Policy 2013 Record Retention Periods