

Commercialisation of Research Records

Reviewed and Updated September 2018

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned By:
Patents.	Retain for lifetime of patent.		Archive	Office of the Vice-President for Research and Innovation.
Records documenting the issue of licences arising from University research/ patents.	Retain for duration of licence plus 6 years.	To facilitate any civil claims arising in tort or contract law.	Destroy by confidential shredding/ secure deletion.	Office of the Vice-President for Research and Innovation.
Records documenting the issue of licence options arising from University research / patents.	Retain for duration of option(s) plus 6 years.	To facilitate any civil claims arising in tort or contract law.	Destroy by confidential shredding/ secure deletion.	Office of the Vice-President for Research and Innovation.
Assignments.	Retain indefinitely.	To facilitate any civil claims arising in tort or contract law.	Destroy by confidential shredding/ secure deletion.	University Secretary.
Records documenting identified infringements of Maynooth University's patents or intellectual property and action taken other than litigation.	Retain for 6 years from the last action taken in the case.	To facilitate any civil claims arising in tort or contract law.	Destroy by confidential shredding/ secure deletion.	Office of the Vice-President for Research and Innovation..
Copyright/ trademark records.	Retain indefinitely.	Intellectual property of Maynooth University.	Archive.	Office of the Vice-President for Research and Innovation.

General Classes of Records Held:	Default Retention Period:	Rationale:	Final Disposition:	Record Owned By:
Records relating to the establishment of campus companies.	Retain while the University has an equity holding in the company plus 13 years.	Records of establishment of campus companies are part of Maynooth University record.	Archive.	Office of the Vice-President for Research and Innovation/ University Secretary.
<i>This retention schedule will be reviewed periodically in light of experience and any legal or other relevant indications.</i>				