

Victory Hall Trust

Retention of Documents Policy

Introduction

The Victory Hall Trust (VHT) recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Trust. This policy provides a framework through which this effective management and retention of public records can be achieved and properly audited.

Scope

This policy applies to all records created, received or maintained by the VHT. Records are defined as all those documents which relate to the business carried out by the VHT and which are thereafter retained (for a set period) to provide evidence of its communications, transactions and activities. These records may be created, received or maintained in hard copy or electronically. Some of the VHT's records may be selected for permanent preservation as part of the VHT's archives and for historical research.

Responsibilities

The VHT has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory requirements. The person with overall responsibility for the implementation of this policy is the Administrator, who is required to manage the VHT's records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner. The Administrator must ensure that the records for which they are responsible are accurate and are maintained and disposed of in accordance with the VHT's records management guidelines.

On election as a Trustee, a separate VHT email account will be opened for the Trustee and it is recommended that this is used rather than a personal email account. Individual Trustees may hold records in hard copy format or electronically at home or on their home computers. If a Trustee considers that some of these documents are important in the context of the VHT's records, they should ensure that the Administrator retain a copy for the official record. Individual Trustees are strongly advised to undertake "weeding" and "housekeeping" on a regular basis. On resigning from the VHT, Trustees should delete electronic records they hold and destroy hard copy documents. Trustees should be aware that records that they hold may be subject to the provisions of the Data Protection Act 1998; the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.

Retention Policy

Under the Freedom of Information Act 2000, VHT is required to maintain a retention schedule listing the types of records which it creates or holds in the course of its business. The retention schedule lays down the length of time which the record needs to be retained for and the action which should be taken when it is of no further administrative use. The Administrator is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. The retention schedule refers to all the VHT's records, irrespective of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Approved Minutes	Indefinite	Archive
Draft notes taken at meeting	Until minutes are approved	Management
Papers and Correspondence		
Correspondence and papers on important local issues/activities	Indefinite	Archive
Routine correspondence, papers and emails	1 year	Management
Finance and Payroll		
Annual Return and Audited Accounts	Indefinite	Archive
Correspondence relating to Audit	Last completed audit	Audit/Management
Cheque book stubs	Last completed audit	Management
Paying in books	Last completed audit	Management
Finance reports (budgetary control papers)	2 years plus current year	Audit
Bank Statements	7 years	Audit/Management
Expenditure records (paid invoices)	7 years	Audit/VAT

Income records (payments received)	7 years	Audit/VAT
VAT returns	7 years	Audit/VAT
Salary records (including tax and national insurance)	7 years	Audit
Insurance Policies		
Insurance Policies	Whilst valid	Audit
Employers Liability Certificate	40 years	Audit/Legal
Public Liability Certificate	40 years	Audit/Legal
Insurance Claim records	7 years after conclusion	Legal
Policy renewal records	Whilst valid	Management
General Management		
Assets register	Indefinite	Audit
Deeds/Leases	Indefinite	Audit
Health and Safety		
Accident books	25 years from closure	Management
Equipment and premises inspection records	25 years	Management
Risk assessments	3 years from last review	Management
Members		
Personal information	18 months after individual ceases to be a member	Management
Declarations of Acceptance of Office	Term of office plus 1 year	Management
Personnel		
Application forms (unsuccessful)	6 months	Management

Application forms (successful)	Period of employment plus 6 months	Management
Disciplinary records	Period of employment plus 6 months	Management
Personnel files (records of appraisal)	Period of employment plus 6 months	Management
Miscellaneous		
Complaints	2 years after closure	Management
Information requests	2 years after closure	Management
Press releases	5 years	Management
Reports and newsletters issued by the VHT	As long as relevant	Management
General Correspondence	Minimum 1 year	Management

Policy adopted by the Trustees at their meeting on 22nd January 2019

Last reviewed: January 2019

Next review date: January 2021