

Rowsley Village Hall

Records Retention Policy

Rowsley Village Hall Management Committee 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 charity.

This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Rowsley Village Hall Management Committee and others associated with the charity in an official capacity in the course of carrying out their functions. Records are defined as all those documents which facilitate the business carried out by Rowsley Village Hall and which are thereafter retained (for a set period) to provide evidence of its transactions or activities.

These records may be created, received or maintained in hard copy or electronically. A small percentage of Rowsley Village Hall's records may be selected for permanent preservation as part of the charity's archives and for historical research.

Responsibilities

Rowsley Village Hall Management Committee has a responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Secretary.

The person responsible for records management will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual committee members, employees and others associated with the charity in an official capacity must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Rowsley Village Hall's Retention Schedule (attached).

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document Category	Minimum Retention Period	Reason
Minutes		
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payment information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	3 years	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	7 years	VAT
Bank statements	7 years	Audit
Cheque book stubs	7 years	Audit
Paid invoices	7 years	VAT
Paid cheques	7 years	Limitation Act 1980
Payroll records	7 years	HMRC
Petty cash accounts	7 years	Audit
Insurance		
Insurance policies	7 years after policy end	Management
Certificates for Insurance against liability for	7 years after policy end	Management
Certificates for Public	7 years after policy end	Management
Insurance claim records	7 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	Indefinite	Management

General Management		
Committee Members contact details	3 years after resignation	Management
Lease agreements	Indefinite	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years after relevancy	Management
Member GDPR Security Compliance Forms	Duration of membership	Management