

Record Keeping Policy

# Management Records

The Secretary is responsible for keeping the following records:

* Minutes of meetings
* Annual Reports to the Charity Commission
* Correspondence of legal and/or historic significance

Records should be stored in a locked filing cabinet situated in the Hall’s locked storeroom or on digital storage devices, clearly labelled/indexed as to their contents.

# Financial Records

These are the responsibility of the Treasurer as set out in the Financial Accounting and Management Policy.

# User Records

The Booking Secretary is responsible for retention of records of all bookings for a period of 4 years, allowing cover for any possible personal injury disputes, after which they should be destroyed.

# Building Records

The Health & Safety trustee is responsible for retention of all records of safety checks and certification for a period of at least 5 years (periodic electric certification).

# Record Storage

Records should be stored by calendar year and then by topic, preferably on a memory stick or similar and held in the filing cabinet in the storeroom

Change Record

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| **Date of Change:** | **Changed By:** | **Comments:** |
| 1 August 2017 | PMB |  |
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