



Charitable Incorporated Organisation
Registered charity number: 1207878



Records Retention Schedule

Record Title	Description	Regulatory retention period and source	Recommended retention period	Access Conditions	Form be kept	Share/store via Cloud?	Reasons and remarks
Annual Report and Accounts	Signed Annual Report and Accounts	Charity Commission	Permanent	Open	Electronic/paper	Yes	Deposited with Charity Commission and with Archives
Minutes: Cymar (including Trustees) CC-QW AM LM	Finalised Minutes, preferably signed, together with relevant supporting papers (as below)	Charity Commission guidance BYM business decision Life of company	Permanent	50 year closure period	Paper/Digital	Yes, but not only copy	Minutes may be printed onto acid-free paper, but standard paper is now acceptable. Cyclical transfer to

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		(Companies Act, 1985)					place of deposit May be deposited digitally where records offices accept such records
Supporting papers			Permanent	50 year closure period	Paper/Digital	Yes,	as above
Elders & Pastoral Care Minutes		BYM business decision; safeguarding	Permanent	Closed for 100 years from creation (DPA 1998)	Paper/Digital	Exercise caution, confidential minutes accessible on a need to know basis only	Closed for 100 years as may contain sensitive personal information about children and adults. (May not be possible at LM level)
Safeguarding	Children's Group		100 years	All held confidentially	Paper/ Digital	Must be held with	Annual Safeguarding

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Record Title	Description	Regulatory retention period and source	Recommended retention period	Access Conditions	Form be kept	Share/store via Cloud?	Reasons and remarks
	Records Children and Young Person's Committee Minutes Safeguarding concerns Annual Safeguarding Reports			e.g. locked filing cabinet with highly restricted access, password protected files on a computer		password protected security	report sent to BYM Serious incidents reported to Charity Commission, Local Authorities, Insurers
Membership registers			Permanent	50 year closure period	Paper/Digital	Held securely, limited access	
Membership documents: Reports of visits, applications for membership, details of terminations of membership, certificates of removal			Permanent	Closed for 100 years from creation (DPA 1998)	Paper/Digital	Held securely with access only on a need to know basis	Held at AM level Closed for 100 years as may contain sensitive personal information about children and adults.

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Finance Committee	Minutes Supporting papers Sub-committee minutes, supporting papers Terms of Reference		Permanent	50 years (unless indexed personal information about donors that should be closed for longer under DPA (1998)).	Paper/digital	Depends if confidential in nature	
Financial Records	Xero -paper/digital receipts /invoices - income/ donations - bank statements, paying in books, cheque stubs - investment, cash, collection records - expenses	Limitation Act (1980) BYM decision	7 years (unless funders etc require a longer retention period)	Access to Xero covered by Cymar Finance Procedures All personal details covered by GDPR to be kept in a locked place or if electronic in a password protected or	Paper/electronic e.g. Xero	Depends if confidential in nature	Held locally by Treasurer or on shared Cloud system. Back up all records g.g. to: password protected memory stick, or a second cloud storage system (Backed up to dropbox).

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	- contract/ employment records			highly restricted file/folder			Delete all personal details once passed to succeeding treasurer
Employment and contracts with self employed firms or individuals	Contracts, task descriptions etc		In accordance with Employment policies and procedures	Covered by GDPR, strictly confidential	Paper/restricted electronic		Held locally for period required by relevant policies and procedures
Property committee	Minutes Supporting papers Quinquennial surveys	As above for minutes etc	Permanent For as long as property is in ownership	50 year closure period	Paper/electronic	Yes	Minutes & supporting papers archived Quinquennial surveys held by Cymar locally
Premises records – approved planning permission	Deeds Leases Planning permission		Until disposal of property		Paper Deeds, leases held by FTL Electronic copies held in		Public record

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					Cymar cloud storage		
Special Projects							
General correspondence		National Archives	5 years		Paper/electronic	Yes, but not only copy	Not generally archived these days
Other documents	Newsletters Testimonies Visitors books Items of specific historical interest		Newsletters, testimonies – permanent Visitors books – 5 years	50 year closure period Open	Paper	Yes, but not only copy	Visitors books retained at LM level Some important historical records may be selected for retention and deposition at appropriate Archives