



## **Record Retention Policy**

### **Introduction**

The purpose of this policy is to ensure that records and documents of MoBE are retained in a secure environment, are accessible to those who need them and are securely disposed of when they are no longer required for legal, business or historical reason.

The policy applies to all trustees, employees and volunteers of MoBE.

The length of retention for each type of record will be determined by MoBE Trustees. Their decision will be based on several factors, including legal requirements, best practice, storage costs and historical significance.

### **Scope**

The policy applies to records received and created by MoBE including electronic documents, email, internet, databases, videos and hard copy.

### **Data Protection**

The policy will ensure that MoBE complies with data protection legislation. This requires that MoBE does not retain personal data for longer than is necessary.

The principles of the data protection legislation require that MoBE must only keep data when there is a valid reason for doing so and the Trustees will ensure that the records kept meet at least one of the 6 valid reasons detailed in the legislation. Records will be held securely and will be kept only whilst there is a business or legal need for them. Records will be easily retrievable and will allow a natural person access to the information held by MoBE with respect to their information should they request it.

MoBE will ensure that data is secure when it is on any premises occupied by MoBE. A record of the storage location will be maintained for all records.

All records created by or on behalf of MoBE remain the property of MoBE. Records, both hard copy and electronic will be securely disposed of or released in accordance with legislation and MoBE's business needs.

MoBE will maintain retention schedules tracking the retention and disposal of records. The data owner is responsible for the storage and retrieval of records and will determine what will be kept and where and how the records will be kept.

## Review and Audit

Records will be reviewed by the data owner against the Record Retention Schedule on an annual basis. Where there is no longer a legal, business or historical requirement to retain the record a Disposal Request form will be completed and passed to the Secretary, Mill of Benholm Enterprise, c/o Burn House, Burn of Benholm, Benholm, DD10 0HT.

The Disposal Request form will detail the method of disposal of the records. Where hard copy records are shredded, this will be to at least DIN 5 size. Electronic records must be securely destroyed, and all backups and copies must be included in the destruction of the records.

The Disposal Request form will include details of the records being disposed of, format of the data, either electronic or hard copy, proposed disposal method, proposed disposal date and brief explanation as to why the record is no longer being retained. When the Disposal Request is approved the form will be signed by the approving officer and the date of disposal will be added by the Data Owner. A copy of all Disposal Request forms will be held the Secretary.

Examples of records included in the Record Retention Policy are given below. These will be dependent upon the activities of the charity. The policy should include records relating to governance, financial, personnel, health and safety, gift aid, property, grants, insurance and other activities relevant to its charitable purposes.

<b>Legislation</b>	<b>Examples of records</b>	<b>Retention period</b>	<b>*Data owner</b>
Charities Act 2005 & Companies Act	Minutes of Trustee meetings and decisions made as resolutions in writing. Minutes of General meetings and members resolutions passed other than at a General Meeting	Minimum period is 10 years however the charity policy is to permanently retain these records	Charity CEO /Secretary
Charities Act 2005 & Companies Act	Annual accounts and Annual review	Permanently	Charity CEO /Secretary
Charities Act 2005 & Companies Act	Purchase Invoices, Records of monies received and paid	6 years after the end of the current period	Financial Controller
HMRC	Employee details	6 years after the end of the current period	Financial Controller
Taxes Management Act	Income Tax Records, P45 and P60	6 years after the end of the current period	Payroll Manager

Equality Act 2010 Limitations Act	Application forms and interview notes for unsuccessful candidates	Six months to a year	Head Human Resources
RIDDOR Regulations	Accident books, records/reports	Legal requirement 3 years after last entry or end of investigation if later. Charity will retain for at least 6 years	Head Human Resources

*\*Data Owner – Where charities do not have an appropriate staff member the Chair of the Board or the Chair of the appropriate committee will be the Data owner.*

The Record Retention Policy was approved by the Board of Trustees of MoBE on 12<sup>th</sup> January 2023 and will be reviewed either each January or an earlier date if a change to legislation or practice with respect to the retention and disposal of records is brought to the attention of the Board.

### **Appendix (i) – Examples of items on a Records Retention Schedule**

The schedule contains the following:

1. Name of the area creating or holding the records concerned, i.e. finance, personnel, health and safety, governance, services.
2. The version number of the schedule (numeric).
3. Reference numbers where these are applicable of the records.
4. Description of the records, e.g., Payroll, Purchase ledger, Sales ledger, Bank statements, gift aid, grants, leases, assets, trustee appointments, trustee expenses, service delivery, volunteer information, fundraising.
5. Legislation, if applicable relevant to retention period.
6. Disposal decision – either destroy, reconsider at a specified date, or transfer to permanent archives.
7. Timing of disposal e.g., minimum period where instant access is available or if necessary, off site storage until disposal.
8. Event that triggers disposal.
9. Responsible individual for triggering disposal process.
10. Date on which schedule agreed and signed.

**Document Version Control**

**Record Retention Policy**

<b>Version number</b>	<b>Change or update</b>	<b>Author or owner</b>	<b>Date</b>	<b>Signed</b>
1.0	First version	Secretary	January 23	E. Pollock 13/01/23