

**RETENTION SCHEDULE FOR BALH ARCHIVES (hard copy and electronic)**

<b>RECORD TYPE</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION (Archive/Sample/Destroy)</b>
<i>Governance</i>		
Council/Board of Trustees MINUTES (SIGNED)	CURRENT + 6 YEARS	A (LMA)
CONSTITUTION	CURRENT + IMMEDIATELY PREVIOUS	A obsolete versions
Council/Board of Trustees AGENDAS	CURRENT + 3 YEARS	D
Council/Board of Trustees SUPPORTING PAPERS	CURRENT + 6 YEARS	A
AGM MINUTES (SIGNED)	CURRENT + 6 YEARS	A
ANNUAL REPORT (if separate)	CURRENT + 6 YEARS	A
AGM AGENDAS	CURRENT + 3 YEARS	D
TRUSTEES inc. co-opted (nomination forms, trustees' individual declarations, resignation letters)	CURRENT + 12 YEARS	A
CHARITY COMMISSION RETURNS	CURRENT + 6 YEARS	A
BALH Operational manual	CURRENT + 6 YEARS	A
BALH POLICY STATEMENTS & associated papers	CURRENT + 6 YEARS	A
BALH responses to national policy statements, correspondence with national bodies etc (appendices to Council /Board of Trustees minutes)	CURRENT + 6 YEARS	A
BALH Development Plans	CURRENT + 6 YEARS	A
BALH MEMBERSHIP DATABASE	CURRENT + 6 YEARS	A (snapshot)
MEMBERSHIP CORRESPONDENCE (subscriptions, etc)	CURRENT + 6 YEARS	A
INSURANCE POLICY & corresp. with brokers	CURRENT policy + previous policy + 6 YEARS	A
INSURANCE POLICY: corresp with members	CURRENT + 6 YEARS	A
MEMBERSHIP SURVEYS & ANALYSES	CURRENT + 6 YEARS	A
MEMBERSHIP INCENTIVES	CURRENT + 3 YEARS	D
AUDITED ANNUAL ACCOUNTS	CURRENT + 6 YEARS	A
VAT RETURNS	CURRENT + 6 YEARS	A
Papers re INVESTMENTS (if	CURRENT + 6 YEARS	A

any) inc certificates		
GIFT AID returns	CURRENT + 6 YEARS	A
ANNUAL FINANCIAL PLAN	CURRENT + 6 YEARS	A
SERVICE PROVIDER CONTRACTS (signed)	CURRENT + 6 YEARS	A
PRINTERS' CONTRACTS (signed)	CURRENT + 6 YEARS	A
PUBLISHERS' CONTRACTS(signed)	CURRENT + 6 YEARS	A
MAILING/ DISTRIBUTION agreements	CURRENT + 6 YEARS	D
EQUIPMENT leases ( if any)	CURRENT + 6 YEARS	D
WEBSITE-related agreements (domain renewal, etc)	CURRENT + 6 YEARS	A
Papers re expenses of annual audit/inspection	CURRENT + 6 YEARS	A
Travel and expense claims (committee members and contracted service providers)	CURRENT + 6 YEARS	D
Travel and expense claims (trustees)	CURRENT + 6 YEARS	D
Travel and expense claims: other (LHD award winners, speakers, etc)	CURRENT + 6 YEARS	D
Financial papers re LOCAL HISTORY DAY/ family history and other fairs/conferences	CURRENT + 6 YEARS	S
Financial papers re hire of MEETING ROOMS	CURRENT + 6 YEARS	D
Papers re DONATIONS & GRANTS to BALH including HLF	CURRENT + 6 YEARS	A
Records re BALH book and journal sales	CURRENT + 6 YEARS	A
Papers re advertising by BALH	CURRENT + 3 YEARS	D
ADVISORY COMMITTEE terms of reference	CURRENT + 6 YEARS	A
ADVISORY COMMITTEE minutes and supporting papers	CURRENT + 6 YEARS	a
<i>Administrative</i>		
Correspondence etc re BALH Local History Day/Annual Lecture (inc bookstalls)	CURRENT + 6 YEARS	A
Correspondence re BALH and/or joint conferences/ or events	CURRENT + 6 YEARS	A
Correspondence re BALH visits	CURRENT + 6 YEARS	S
Papers re awards inc nominations and references	CURRENT + 6 YEARS	A

(personal achievement, publication, newsletter)		
Correspondence (general) re BALH publications	CURRENT + 6 YEARS	A
Papers re awards inc nominations and references (personal achievement, publication, newsletter)	CURRENT + 6 YEARS	A
Papers re The Local Historian (general)	CURRENT + 6 YEARS	S
Papers re Local History News	CURRENT + 6 YEARS	A
Papers re e-newsletter	CURRENT + 6 YEARS	S
Papers re book reviews		
Correspondence re BALH website inc development	CURRENT + 6 YEARS	A
Papers re BALH working groups/project groups inc. partnerships	CURRENT + 6 YEARS	A
Correspondence with partner or related bodies	CURRENT + 6 YEARS	S
Reports by BALH reps. on other bodies	CURRENT + 3 YEARS	S

*Adopted: November 2011*

*Revised and adopted: February 2016*