



NOTTINGHAMSHIRE FEDERATION OF WIs

Records Management and Archiving Policy

1.0 Purpose

Better Safe Than Sorry

The reasons for an archive policy are as follows:

Meeting legal considerations and to protect the history of the Nottinghamshire Federation of WIs Archives - Records that are recognised as having long-term (including historical and cultural) value.

2.0 Policy

2.1 Nottinghamshire Federation of WIs recognises that recorded information is a key resource providing valuable evidence of the Federation's activities and transactions.

2.2 Records are vital to the Federation in its current and future operations, in meeting legislative requirements, for the purpose of accountability and for an awareness and understanding of its history and procedures.

3.0 Scope

3.1 This policy applies to all recorded data which is created, collated, processed, used and retained in the course of Federation business. This can include paper, electronic, digital, and multimedia records.

4.0 Responsibilities

4.1 The Federation Archivist and the Board of Trustees are responsible for the design, implementation and maintenance of this policy.

4.2 All Federation Staff, Trustees and Committee Chairs are responsible for:

- monitoring the creation, security and disposal of records retained in their committee;
- ensuring that records they create and receive are managed in accordance with this policy and conform to the guidance and procedures described;
- are responsible for management of physical records including the transferral of, and retrieval of records from storage areas.

Data Protection Act 2018 GDPR - Provides legal rights to individuals with regard to the personal information held about them by others.

Retention Periods - An index to different types of records, detailing how long they should be kept for in order to meet operational and legal requirements.

5.0 Key Principles

Each Committee must have in place adequate arrangements for documenting its activities, with due regard to any relevant legal and regulatory instruments which may apply. Arrangements will reflect the following aspects:-

- Appropriate records, arranged and indexed for rapid retrieval.
- Procedures for keeping the system updated.
- Appropriate staff training for those who use the system(s).
- Retention periods

5.2 Records Maintenance

Appropriate storage facilities, which allow access for relevant staff, but are secure enough to comply with Data Protection Law

Identify vital records and apply appropriate protection, including backup if applicable.

5.3 Records Closure

Records should be closed as soon as they have ceased to be of active operational use (usually after no more than 4 years). Non-current records should then be moved to designated storage facilities.

5.4 Retention Periods

The Federation will retain permanently records which are essential to the Federation and which document policy, structure and process, including:

- Legal status and remit.
- Principal administrative processes.
- Federation/National decision making and policy formation

Consideration should be given to the following factors:

- Is the record required for day to day running of the Federation?
- Is the record required for legal purposes, e.g. invoices, major contracts?
- Is there legislation that governs how long the record should be kept, e.g. European grant funding records?
- Is it liable to be of ongoing public interest?

At the end of the retention period, an appraisal process should be undertaken to decide if the records should be retained for longer, archived or destroyed

5.5 Disposal

All records authorised for disposal must be destroyed in as secure a manner as is necessary for the level of confidentiality or security they merit. This applies to electronic records as well as physical records. Shredding of confidential material including members names and contacts should be done with a cross-shredder or burnt.

6.0 Knowledge of best practice

All Trustees should be aware of the need to consider long term items and to treat them with care. All retained information in whatever format should have a description of the item or event, the date and the names of those involved [be aware of Data Protection Act 2018 GDPR]

The National Federation of WIs holds training course for archivists from time to time. Anyone interested in the maintenance of the Federation Archives should be encouraged to attend

A Federation Archivist may be appointed

7.0 An internal and an external storage review.

A list will be maintained of the location of archivable material. What's on-site and what's off-site.

8.0 What to store and where

Only items directly associated with the running and history of the Federation should be kept. WIs should be strongly discouraged from donating items to the Federation, unless these are of relevance to the history of the Federation, otherwise these items tell the story of the respective WI and should be returned to them.

Federation Archival material will be split between storage at Trent Bridge House (County House) and the Nottinghamshire Archives. As a guide material that would be used in displays should be kept at Trent Bridge House (County House).

Storage

- Storage arrangements should allow for easy retrieval.
- Location should be secure, in line with the confidentiality and/or sensitivity of the information.
- Ensure environmental conditions are appropriate to avoid potential damage to the records.

When to store and when to destroy

Any item which tells the story of the Federation should be kept. However only one copy per item. Hornblowers should be kept but not WI Life [National newsletter] unless it features an item on Nottinghamshire Federation.

9.0 Suspended WIs

The WI Constitution states that all WI records appertaining to the running of a WI e.g. record books, minute books, financial statements and account books, and scrapbooks should be boxed up and stored at Trent Bridge House (County House) for 3 years. Consideration should be given to where these records are kept so that they are preserved during this time. Nottinghamshire Federation of WIs consider this material as social history and work to deposit a suspended WI's paperwork in the Nottinghamshire County Archives.

10.0 Artefacts

An inventory should be made, and kept updated, of all artefacts and textiles held by Nottinghamshire Federation. Such artefacts should tell the story of the Federation. WIs should be dissuaded in donating items to the Federation as usually these items tell a WI story and not the Federation. Such items should be returned to the WI.

The Federation also needs to give due consideration as to what would happen to these artefacts if the Federation was to suspend. Artefacts cannot be deposited at the Nottinghamshire Archives, but could be donated to a museum.

APPENDIX 1 KEEPING OF RECORDS - TIMING

County/Island Federation Records

Signed Rules	Permanently
Board of Trustees Committee Minute Book (if Sub-Committee reports are incorporated in Board Minute Books, Sub-Committee Minute Books need not be kept for longer than three years after the last entry)	Permanently
Council Meeting Minute Book	Permanently
Registration Certificates (Charity Registration)	Permanently
Insurance Policies	Permanently or until expired. It is advisable to keep employer's liability certificates permanently since claims can be made many years after exposure to health problems.
Financial and Accounting Records	7 years / permanently as they tell a story
PAYE, Tax and National Insurance Records (including everything that is required in an employee's payroll record)	4 years
Lease	Permanently or until expired
Scrapbook or other Record of Events	Permanently
Committee Correspondence	2-5 years
WI Files	Sort each year, only keeping record papers, WI Adviser reports and recent correspondence
Events	Destroy one year after completion, keeping a scrapbook or a single file or specimens of printing, notices etc, the report and financial statement
Correspondence with County Council, LEA and other outside organisations - important papers	10 years or permanently
Correspondence with County Council, LEA and other outside organisations - current correspondence	2 years
Staff Records	Varies – seek advice from the NFWI HR Department

TO CONSIDER

What to put into deep storage

Legal Document Storage

Legal Document Storage: including fire vault protection, deed and will storage, storage for legal practices and media retention policies.

- Do copies exist? Ascertain master copy.
- Establish location and ownership.
- Identify retention obligations; statutory, regulatory or public interest.
- Review existing retention practice; is the current retention period appropriate?

Appraisal and Disposal

What should be easily retrievable

Should any archives be electronically stored. Offsite media storage: including offsite tape and data storage and how cloud hosting fits into off-site media storage...

REVIEW HISTORY:

Issue 1.0 amended to ensure all references to County House read: Trent Bridge House (County House)