

Policy	Records Management (including Archives)
Effective Date	21 May 2018
Date Last Reviewed	21 May 2018
Authorised by	Trustees Meeting
Scheduled Review Date	May 2019
Supersedes	All previous Policies and/or Statements

1 Introduction

- 1.1 The Harrogate Choral Society (HCS) (including the Halcyon, Beati and the Polyphonic) is required to keep records to ensure effective operation and accountability, retaining essential evidence of HCS activities and transactions.
- 1.2 Records Management is the practice of maintaining the records of an organisation from the time they are created up to their eventual disposal. This may include classifying, storing, securing, and destruction (or in some cases, archival preservation) of records.
- 1.3 The aim of this policy is to outline minimum standards for efficient and cost effective retention and control of records from creation to the date of disposal, or archiving, where appropriate.
- 1.4 It is good practice to have guidelines for managing data and paperwork, but also to ensure that appropriate records of the Society's activities are retained as a historical record.
- 1.5 It is essential to comply with legal requirements relating to the use of personal data. For more information refer to the HCS Data Protection Policy, The Data Protection Act 1998 which provides legal rights to individuals with regard to the personal information held about them by others, **and also the General Data Protection Regulations (from 25 May 2018)**.
- 1.6 It is essential to comply with legal requirements and charity law for the retention of information.
- 1.7 This policy applies to all recorded data which is created, collated, processed, used and retained in the course of HCS business. This can include paper, electronic, digital, and multimedia records.
- 1.8 Documents and records will include:
 - Paperwork related to Committee and Trustee Meetings, and associated sub groups
 - Paperwork related to General Meetings including the AGM
 - Financial paperwork and data with particular reference to Charity Commission stipulations
 - Paperwork and data related to Members and Friends

- Contracts for premises hire and related correspondence
- Contracts for soloists and artistes engaged by HCS and related correspondence
- Paperwork linked to the Society Officials
- Health and Safety paperwork
- General items of Correspondence
- Copies of concert programmes
- Copies of posters and flyers
- Various surveys and questionnaires
- Press cuttings and other marketing related items

1.6 While it is current any or all of the above may be held by several people, ie any or all of the Trustees, Librarian, choir members etc.

1.10 For all paperwork, **except gift aid declarations which must be retained with original signature**, it is acceptable to retain either paper or digital records as long as the digital records are printable.

2.0 Records relating to Meetings

2.1 The HCS Secretary is responsible for ensuring copies of all paperwork relating to Committee meetings, Trustee meetings and the AGM are retained permanently.

2.2 For meetings which the HCS Secretary does not attend and where matters relating to the management of HCS are discussed minutes will be recorded and forwarded to the HCS Secretary for filing (either in paper or electronically). Such meetings might include small working groups or meetings related to other choirs within the HCS Family. These records are retained permanently.

3.0 Financial Records

3.1 The HCS Treasurer is responsible for ensuring appropriate records are kept relating to all financial transactions for the whole HCS Family. Detail of these is contained in the HCS Financial Controls Policy.

3.2 Paperwork relating to payments made, petty cash, invoice revenue, and purchase ledger will be kept for six years from the end of the financial year in which the transaction was made. The same applies to bank paying in counterfoils, bank statements, remittance advices, correspondence re donations, bank reconciliations, receipts cash book and the sales ledger.

3.3 Any paperwork/ invoices relating to capital items will be kept for ten years, this will include paperwork reliant to quotes for the purchase of such capital items..

3.4 Paperwork relating to Deeds of Covenant / Gift Aid declarations will be kept for six years after the last payment made and for twelve years if payments are outstanding or if there is a dispute regarding the deed.

3.5 Paperwork relating to legacies will be kept for six years after the estate is wound up.

3.7 Copies of the Annual accounts will be retained permanently.

4.0 Personal Records

- 4.1 The HCS Secretary is responsible for managing the data records relating to Members. These will only be used in compliance with the HCS Data Protection Policy.
- 4.2 Personal Data (ie address, phone number, email etc) relating to members who have left will only be retained for 6 months after they have left, although they will continue to be listed in the leavers list by name and voice part together with (if known) the reason they left.
- 4.3 The Friends Secretary is responsible for managing the data records relating to Friends of the Society. This data must only be used in compliance with the HCS Data Protection Policy and not be retained longer than 6 months after a Friend leaves (following the principals used for Member Data).
- 4.4 The Halycon Administrator is responsible for managing the data records relating to Halycon members. This data must only be used in compliance with the HCS Data Protection Policy and not be retained longer than 6 months after a Halycon member leaves (following the principals used for Member Data).
- 4.5 **The only exception to any of the above will be personal information required for Gift Aid which the Treasurer is required to keep for six full calendar years after the donor's last donation.**

5.0 Contractual Records

- 5.1 The HCS Concert Manager / Secretary / Treasurer will have joint responsibility for the records and paperwork relating to contracts for hire of premises and contracts for soloists and artists.
- 5.2 The records relating to such contracts will be retained for six years after the end of year in which the last payment is made.
- 5.3 The Chairman / Secretary / Treasurer have a joint responsibility for any records or paperwork relating to contracts and correspondence with the HCS Officials. These records may include letters, contracts, or financial claims.
- 5.4 These records will be retained for six years after the Official leaves HCS.
- 5.5 Any paperwork related to the Official's initial application (should the post have been advertised) will be retained for six years after the Official leaves HCS.
- 5.5 Any paperwork related to unsuccessful applications for any of the Official posts (should they have been advertised) will be kept for one year after an appointment to the post is made.

6.0 Health and Safety Records

- 6.1 The Secretary / Concert Manager is responsible for paperwork associated with Risk Assessments for concerts and other Health and Safety Records.

6.2 For any incident the necessary paperwork will have been completed and submitted to the owner / manager of the premises in which the incident took place and the responsibility for it therefore rests with them.

6.3 Copies of risk assessments for concerts and events will be retained for three years after the date of the event.

6.0 General Items of Correspondence

6.1 Unless there is a historical / archive reason for keeping them permanently all general items of correspondence will be disposed of after three years.

7.0 Society Archives including Marketing items

7.1 The Society Archives will include copies of past programmes; copies of past posters and flyers; press cuttings and photographs; surveys; questionnaires; etc.

7.2 The responsibility for their safe retention rests with the Secretary although the actual papers may be held by another member. All items should be retained indefinitely.

Change Control History

Date of Change	Summary of Revisions Made
May 2018	Amends made to comply with incoming GDPR legislation