

Hebden Bridge Community Association

Document Retention Policy

Introduction

This policy summarises the policies and procedures for the retention of documents within the Hebden Bridge Community Association and its subsidiary company The Town Hall Café Ltd, and must be adhered to by all staff, volunteers, Trustees, and contractors acting on behalf of Hebden Bridge Community Association and the Town Hall Café Ltd.

Hebden Bridge Community Association (HBCA) is a registered charity (no 1127597) and a company limited by guarantee (no. 06685276). HBCA is VAT registered (no 247 557 868). The Town Hall Café Ltd is a registered company (no.09981542)

Financial documents

All relevant documentation relating to the finances of HBCA and the auditing of the annual accounts are kept in archive boxes and folders which should be clearly labelled with the financial year the documents relate to.

Minutes and reports

The agreed minutes from HBCA & Café board meetings, committees, AGMs, OGMs, annual reports and accounts are kept electronically on a secure shared drive at the Town Hall, Hebden Bridge. Hard copies of the papers for Board meetings for HBCA and the Café along with AGMs and OGMs are also kept.

The Director ensures this part of the shared drive is kept up to date in this regard. The last 5 years of annual accounts & AGM minutes are published on the website of The Town Hall.

ERDF documents

HBCA received funding from the 2007 – 2013 ERDF programme and therefore the organisation **must** comply with the ERDF requirements of document retention. The ERDF requirements supersede all other document retention arrangements.

Staff, volunteers, Trustees and contractors are made aware that non-compliance with ERDF requirements could result in the all or part of the £1.25 million grant being clawed back if we cannot produce the required documentation at audit.

A separate table of ERDF documents to be retained is included below.

Electronic documentation

HBCA is working toward a paperless office so electronic documentation is preferred.

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ERDF documents

Document	Location	Length of retention
All documents pertaining to the tender process of the project manager for the capital build in 2011-2012.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All documents pertaining to the tender process of the architect for the capital build in 2011-2012.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All documents pertaining to the tender process of the contractor for the capital build in 2011-2012.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All quotations pertaining to the topographical and measured building survey for the capital build in 2011-2012.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All quotations pertaining to the groundwork survey for the capital build in 2011-2012.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All documents pertaining to the competitive recruitment process for the business support and development officer to deliver the ERDF business support outputs.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All quotations pertaining to the environmental audits for the ERDF business support outputs.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.

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All the relevant documentation relating the financial year 2011/12.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All the relevant documentation relating the financial year 2012/13.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All the relevant documentation relating the financial year 2013/14.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG.
All documents pertaining to the asset transfer of the building and land from CMBC (including lease agreements)	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG. And then to be kept in HBCA archive permanently.
All documents pertaining to the capital build of The Town Hall, Hebden Bridge.	Archive box in the HBCA archive store. The box is clearly marked to indicate it is required for ERDF.	3 years beyond the closure of the programme or 31 December 2025, whichever is later. The closure of the 2007 – 2013 ERDF programme will be notified by letter from DCLG. And then to be kept in HBCA archive permanently.

The HBCA Archive Store currently is in the cupboard under the stairs in the old building with a code lock access.

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HBCA documents

ADMINISTRATION RECORDS	Location	Retention Period
Board minutes	Secure shared drive.	Permanently.
Committee minutes	Secure shared drive and paper.	Permanently.
AGM minutes	Secure shared drive and paper.	Permanently.
OGM minutes	Secure shared drive and paper.	Permanently.
Employers' liability insurance records	Secure shared drive and paper.	Permanently.
FINANCIAL RECORDS		
Accounting, salary and pension records : including Statutory Maternity Pay; Statutory Sick Pay; Income Tax & NI returns and records; redundancy details, calculations of payment etc	Archive box in the HBCA archive store.	6 years.
Supporting documentation for Invoicing: room hire booking forms, catering schedules, google calendar records	Filing cabinet & archive boxes in the HBCA office	Whole year's records retained until all invoices are paid or written off – 3 years
Supporting documentation for invoicing tenants and business associates and deposits	Filing cabinet & archive boxes in the HBCA office	6 years or the length of the duration of the tenancy whichever is longer.
Supporting documentation for salary calculations: staff	Archive box in the HBCA archive store.	6 years.

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timesheets		
Records relating to the compilation of the Audited Accounts not otherwise included above for example the Asset Register	Archive box in the HBCA archive store.	6 years.
Documents relating to loans and grant agreements	Archive box in the HBCA archive store.	6 years
PERSONNEL RECORDS		
Recruitment documentation for unsuccessful candidates.	Filing cabinet in the office.	6 months. <i>N.B. The recruitment process for the Business Development and Support Officer has been kept for ERDF with ERDF documents.</i>
HR records (personnel files, training records, disciplinary and working time records, and timesheets)	Filing cabinet in the office.	6 years after employment ceases. Time sheets are only required to align with accounting records.
HR records for senior management team incl. Trustees	Filing cabinet in the office.	Permanently for historical purposes.
HEALTH & SAFETY RECORDS		
Accident book & RIDDOR records	Archive box in the HBCA archive store.	3 years after the date of the last entry.
Assessments under Health & Safety Regulations and records of consultations with safety representatives and committees	Archive box in the HBCA archive store	Permanently
Plant service records.	Archive box in the HBCA archive store.	6 years.
Fire log book.	Archive box in the HBCA archive store.	12 months.
Risk assessments.	Electronically in the risk assessment folder on	The general risk assessment for the building is kept whilst it is relevant.

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	the shared drive.	Event risk assessments are kept for 12 months after the event.
Accident / medical records as specified by the COSHH regulations	Archive box in the HBCA archive store.	40 years from the date of last entry
Other COSHH regulated records – both within HBCA and the Café	Archive box in the HBCA archive store.	6 years
TOWN HALL CAFÉ SPECIFIC		
Café: Safer food, better business book.	Archive box in the HBCA archive store.	2 years
Temperature logs.	Archive box in the HBCA archive store.	2 years

VERSION CONTROL			
Date	Version Number	Originator	Amends
18 December 2014	Version 1	HBCA Staff	
29 May 2018	DRAFT Version 2	Graham Mynott	Amends to update re GDPR and add detail to some sections
23 rd May 2019	Version 2	Graham Mynott	General Updates

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