

Hebden Bridge Community Association

Document retention policy

Last updated 18th December 2014

Introduction

This policy summarises the policies and procedures for the retention of documents within the Hebden Bridge Community Association, and must be adhered to by all staff, volunteers, Trustees, and contractors acting on behalf of Hebden Bridge Community Association.

Hebden Bridge Community Association (HBCA) is a registered charity (no 1127597) and a company limited by guarantee (no 06685276). HBCA is VAT registered (no 987 1980 56).

Financial documents

All relevant documentation relating to the finances of HBCA and the auditing of the annual accounts are kept in an archive box clearly labelled with the financial year the documents relate to.

Minutes and reports

The agreed minutes from HBCA board meetings, committees, AGMs, OGMs, annual reports and annual accounts are kept electronically on a secure shared drive at the Town Hall, Hebden Bridge. The Director ensures the shared drive is kept up to date. The last 6 years of annual accounts are published on the website of The Town Hall.

ERDF documents

HBCA has 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. Minutes of meetings, annual reports and annual accounts are kept electronically and managed by the Director.

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.
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.	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 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.

HBCA documents

Board minutes	Secure shared drive.	Permanently.
Committee minutes	Secure shared drive.	Permanently.
AGM minutes	Secure shared drive.	Permanently.
OGM minutes	Secure shared drive.	Permanently.
Accounting records, including salary, overtime, bonuses, and expenses.	Archive box in the HBCA archive store.	7 years.
Recruitment documentation for unsuccessful candidates.	Filing cabinet in the office.	6 months. N.B. The recruitment process for the Business Development and Support Officer has been kept for ERDF with ERDF documents.
HR records.	Filing cabinet in the office.	7 years after employment ceases. Time sheets are only required for 2 years.
HR records for senior management team.	Filing cabinet in the office.	Permanently for historical purposes.
Accident book.	Archive box in the HBCA archive store.	3 years after the date of the last entry.
Plant service records.	Archive box in the HBCA archive store.	7 years.
Fire log book.	Archive box in the HBCA archive store.	12 months.
Risk assessments.	Electronically in the risk assessment folder on the shared drive.	The general risk assessment for the building is kept whilst it is relevant. Event risk assessments are kept for 12 months after the event.
Café: Safer food, better business book.	Archive box in the HBCA archive store.	12 months.
Temperature logs.	Archive box in the HBCA archive store.	12 months.