



# Shropshire Disability Network

Registered Charity Number 1148256

Your Voice, Your Connections

[www.shropshire-disability.net](http://www.shropshire-disability.net)

Email: [secretary@shropshire-disability.net](mailto:secretary@shropshire-disability.net)

## Shropshire Disability Network Retention of Information Policy

**Trustees and Volunteers must ensure documents and data are retained for the time required by the law or by funders. If in doubt, seek advice before disposal.**

Even where information is not covered by the Act, General Data Protection Regulations offer useful guidance in that information should be adequate, relevant, not excessive, accurate, up to date and not kept for longer than is necessary.

<b>Information</b>	<b>Retention period</b>
Trust deeds, governing documents	Indefinitely
Minutes of committee meetings	Indefinitely
General correspondence	3 years
Health and safety assessments	Indefinitely
Insurance certificates	15 Years (since 2008 old records need not be kept. However, someone could make a claim in past years hence 15 years)



Registered Charity Number 1148256

Your Voice, Your Connections  
[www.shropshire-disability.net](http://www.shropshire-disability.net)

Funding bodies	3 years after end of funding from that programme or longer if contract demands
Accident book	3 Years after last entry
Disciplinary Records	6 months – 2 Years: see Disciplinary Policy
External partnership/forum meetings minutes and papers	1 Year
Finance documents	7 years

Any other information kept should be in line with General Data Protection Regulations and manual and computer records not listed above should be kept for no more than 1 Year.

Information listed above which contains personal information should be kept securely in password protected files and spreadsheets on password protected computers/lockable filing cabinets as stated in Shropshire Disability Network insurance documents and disposed of by shredding or some way which does not breach confidentiality.

<b>Review Date</b>	June 2020
<b>Review Author</b>	Ann Shaw, Honorary Secretary, SDN