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| **Policy Name :** | **Data Retention Policy** |
| Date last reviewed: | N/A |
| Approved by: |  |
| Date: |  |

1. **Scope**

The York LGBT Forum Workers\* whether, analogue or digital, are subject to requirements of this procedure.

1. **Aim**

The main aim of this policy is to enable the York LGBT Forum to have better management records and support the activities of the Forum. This policy is required to support the organised creation, retrieval, proper storage and preservation of York LGBT Forum’s records, and to enable identification and destruction of information where there is no continuing business, legal or historical significance. It also helps us to comply with the requirements of relevant legislation.

1. **Responsibilities**

The following roles are responsible for all personal data collected, retained and destroyed in line with requirements from GDPR:

* The treasurer is responsible for keeping financial data
* The secretary is responsible for keeping records on membership and the minutes
* The health and wellbeing subgroup coordinator is responsible for the data from the York Mind project
* The schools and young person’s subgroup coordinator is responsible for the data from the LGBT Young Person’s Book club.
* The chair’s are responsible for the Annual Reports

1. **Information that must be kept by Law**

Certain pieces of legislation set out types of information that should be kept and how long they should be kept for, for example, the Health and Safety at Work Act. Where there is a legal requirement to keep information by law, we must do this. There are limits as to how long information needs to be kept for legal purposes.

1. **Retention Schedule**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of York LGBT Forum and the retention and disposal of electronic documents. The specific roles mentioned above oversee the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The committee will make modifications to the Record Retention Schedule from time to time to ensure that it follows the law.

**APPENDIX A ‑ RECORD RETENTION SCHEDULE**

The Record Retention Schedule is organised as follows:

**SECTION TOPIC**

1. Accounting and Finance
2. Governance Records
3. Correspondence and Internal Memoranda
4. Electronic Documents
5. Grant Records
6. Insurance Records
7. Miscellaneous
8. Programmes, Services and Project Records

A – **Accounting and Finance**

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| **Record Type** | **Retention Period** |
| Audit Reports and Financial Statements | Permanent Copies can be archived |
| Annual Audit Records (Receipts and other work papers e.g. invoices) | 7 years Copies can be archived |
| Four Year Plans and Budgets | Permanent  Copies can be archived |
| Bank Statement and Cancelled Cheques | 7 years |

**B – Governance Records**

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| **Record Type** | **Retention Period** |
| Minutes of Meetings | Permanent Copies can be archived |
| Agenda of Meetings | Permanent Copies can be archived |
| Constitution | Permanent  Copies can be archived |
| Annual Reports | Permanent Copies can be archived |
| York LGBT Forum or other documents evidencing terms of gifts | Permanent |
| Conflict of Interest | Permanent |

**C – Correspondence External and Internal**

**General Principle:** Most correspondence external and internal should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

* + 1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years.* Some examples include:
* Routine letters and notes that require no acknowledgment or follow‑up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
* Form letters that require no follow‑up.
* Letters of general inquiry and replies that complete a cycle of correspondence.
* Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
* Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
* Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

* + 1. Those pertaining to non‑routine matters or having significant lasting consequences should generally be retained permanently.

**D – Electronic Documents**

1. **Electronic Mail**: Not all email needs to be retained, depending on the subject matter.

* All e-mail—from internal or external sources—is to be deleted after ???.
* Workers will strive to keep all but an insignificant minority of their e-mail related to business issues.
* York LGBT Forum will archive e-mail for ??? after the worker has deleted it, after which time the e-mail will be permanently deleted.
* Workers will not store or transfer York LGBT Forum-related e-mail on personal email except as necessary or appropriate for York LGBT Forum purposes.
* Workers will take care not to send confidential/proprietary York LGBT Forum information to outside sources.
* Any e-mail worker deems vital to the performance of their job should be copied to the google drive, and printed and stored in a lockable folder.

1. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
   * **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is ????. PDF files the Worker deems vital to the performance of their work should be printed and stored in the a locked folder.
   * **Text/formatted files** - Workers will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. ????, all text files will be deleted from the google drive. Text/formatted files the Workers deems vital to the performance of their job should be printed and stored in a locked folder

**E-Grant Records**

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| **Record Type** | **Retention Period** |
| Original grant proposal | 7 years after completion of grant period |
| Grant agreement and subsequent modifications, if applicable | 7 years after completion of grant period |
| Final grantee reports, both financial and narrative | 7 years after completion of grant period |
| All evidence of returned grant funds | 7 years after completion of grant period |
| All pertinent formal correspondence including opinion letters of counsel | 7 years after completion of grant period |
| Report assessment forms | 7 years after completion of grant period |
| Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement | 7 years after completion of grant period |
| Grantee work product produced with the grant funds | 7 years after completion of grant period |

**F – Insurance Records**

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| **Record Type** | **Retention Period** |
| Public Liability Insurance (expired) | Destroyed after new policy is issued |

**G – Miscellaneous**

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| **Record Type** | **Retention Period** |
| Policy and Procedures Manuals – Original | Current version with revision history |
| Policy and Procedures Manuals ‑ Copies | Retain current version only |

**H – Programme, Services and Project Records**

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| **Record Type** | **Retention Period** |
| York Mental Health Support Group | 7 years owing to Lottery Funding |
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**I – Sponsor Projects Records**