SAMA 82	Controlled Document

The South Atlantic Medal Association (1982)

DATA RETENTION & DESTRUCTION

Policy Number	15
Document Owner	SAMA (82)
Ratifying Body	Board Of Trustees
Policy Lead	Alan Dodsworth
Available (upon approval) to	Members and Volunteers
Next Scheduled Review Date	26/10/2028

POLICY CONTEXT & REQUIREMENT

The policy has been developed to protect the organisation, employees, trustees, membership and volunteers by ensuring procedures are in place to retain and destroy official records used for business purposes in line with legal requirements

Version Control				
Version	Author	Status	Date	Change Detail
2.0	Andrew Lockett	Implemented	26/10/2024	N/A
2.1	Alan Dodsworth	Implemented	19/08/2026	New Front Page, Policy Lead & Version Control

1. **Purpose**

1.1 The purpose of this Record Retention and Destruction Policy (the policy) is to ensure that The South Atlantic Medal Association 1982 (the Association) retains its official records in accordance with the law and to ensure that official records that are no longer needed by the Association are discarded at the proper time.

1.2 This Policy provides guidelines concerning the length of time official records should be retained under ordinary business circumstances, as well as the steps the Association should take in the event of any pending or imminent investigation, audit or proceeding, or any civil or criminal lawsuit involving the Association.

2. **Policy**

2.1 This Policy represents the association's formal policy regarding the retention and disposal of documents and official records related to and generated in the course of the association's operations.

3. **Covered Records**

3.1 This Policy applies to all official records generated in the course of the association's operations, including but not limited to:

3.1.1 typed or printed hardcopy (i.e. paper) documents.

3.1.2 electronic records and documents (e.g. email, files – web/text/PDF).

3.1.3 electronically stored information contained on servers and/or document management systems.

3.1.4 digital images.

4. **Administration**

4.1 Record Retention Schedule: Attached to this Policy is a records retention schedule (attachment A) that is approved as the maintenance, retention and disposal schedule for official records of the association.

4.1.1 The secretary of the association will hold the responsibility for administering this Policy and implementing the processes and procedures.

4.2 Authority and Responsibility of the Administrator:

4.2.1 the administrators shall be authorised to make modifications to the schedule from time to time to ensure that this policy complies with legislation.

4.2.2 the administrators shall annually review the association's record retention and shall update the trustees of any changes in law or rules/requirements of the Charity Commission in relation to record retention and disposal

4.3 Dealing with exceptional situations: Where the schedule requires destruction of records, but the administrators forms an opinion that there are exceptional reasons for the record to be retained, the record is not to be destroyed. The matter is to be drawn to the attention of the chair or the appointed person of trustees to enable an assessment of the document or record. The reason for further retention is to fall into the following categories:

4.3.1 essential for the effective protection of the association;

4.3.2 likely to be needed for scrutiny by a regulatory body;

4.3.3 a high likelihood that the document may be needed for the purpose of continuity.

4.3.4 the Chair or the appointed person is to determine a new destruction date for the record.

5. **Record storage procedures**

5.1 In order to administrate this Policy, where practicable, the association's official records should generally be organised and stored according to general categories in a manner that best facilitates the efficient administration of the Association's operations. Records within each category should generally be organised and stored in chronological order or by time period (i.e. month/year).

5.2 Categories of records not required to be retained on a permanent basis should be dated to enable such records to be easily identified for destruction at the end of the Retention period specified in the Schedule.

5.3 Records containing confidential information should be labelled as 'Confidential' and stored in a manner to limit access to those individuals with authorisation to view such records.

5.4 The association provides its employees with email as a tool for performing its employees' work functions. While the association understands that employees may use their email to conduct personal business, employees should be aware that they have no expectation of privacy for any information or communications contained in work-related email accounts. The trustees of the association reserve the right to review any of the Association's emails at any time.

6. Document destruction procedures

6.1 Once records have been retained for the applicable period as set out in the Schedule, they shall be destroyed.

6.1.1 All paper documents shall be destroyed by shredding.

6.1.2 Electronic data contained on servers or hard drives shall be deleted. Any back up material shall also be deleted. A record of the category and the date zone destroyed should be kept. So that destruction can be managed, material destroyed must not be younger than the scheduled retention time and no older than the schedule time plus six months.

7. Suspension of record disposal in event of litigation or claims

7.1 If the association or employee of the association becomes aware of an investigation or audit or complaint involving any material held either in paper format or electronic format then the secretary shall ensure that any destruction of documentation is suspended until such action is completed.

8. Confidentiality and ownership

8.1 All records are the property of the association and employees are expected to hold all records in confidence and to treat them as the association's assets.

8.2 All records must be safeguarded and only disclosed to outside parties upon proper authorisation.

8.3 Any records of the Association in possession of an employee must be returned to the Association upon termination of employment.

8.4

ORGANISATIONAL RECORDS		
Record Type	**Retention Period Paper documents**	**Digital records and emails**
Association Articles and Constitution	Permanent – not to be destroyed	Permanent – not to be destroyed
Annual Audit Reports and Financial Statements	Permanent – not to be destroyed	Permanent – not to be destroyed
Minutes of Annual General Meetings	Permanent – not to be destroyed	Permanent – not to be destroyed
Minutes of Trustee Meetings	Permanent – not to be destroyed	Permanent – not to be destroyed
Minutes of Financial Meetings	Permanent – not to be destroyed	Permanent – not to be destroyed
Minutes of Regional Meetings	Permanent – not to be destroyed	Permanent – not to be destroyed
Gift Aid Donor Agreements	Permanent – not to be destroyed	Permanent – not to be destroyed
Policy and Procedure Documents	2 years after supersession	2 years after supersession
Employee Handbook	2 years after supersession	2 years after supersession
Employment contracts	3 years after termination of employment	3 years after termination of employment
Employee Personal Records	3 years after termination of employment	3 years after termination of employment
Litigation/complaint files	7 years after close of matter	7 years after close of matter
Other Association Records not specifically addressed	2 years unless specifically addressed	2 years unless specifically addressed
Insurance Policies	2 years	2 years

Membership Application Forms	For duration of membership. To be destroyed immediately if a member resigns	For duration of membership. To be destroyed immediately if a member resigns
Flight Application Forms	6 months after return date	6 months after return date
Date protection agreements	Permanent	Permanent
Event information	1 year	1 year
Companies House submissions	Permanent	Permanent
Charity Commission submissions	Permanent	Permanent
General emails	1 year	1 year
ACCOUNTING AND FINANCE RECORDS		
Record Type	Retention Period	Retention Period
General ledgers of Accounts	7 full years	7 full years
Bank Statements and related matters	7 years	7 years
Assets depreciation	7 years	7 years
Invoices	7 years	7 years
All other accounting and financial records	7 years	7 years
Employment Tax Records	7 years	7 years
Employment Pay Records	7 years	7 years
Trustee service record	Permanent	Permanent
Trustee allocation of duties	Two years after supersession	Two years after supersession
AGM/EGM Ballot papers	One year after vote	One year after vote
Association newsletter	One copy of each edition retained permanently	One copy of each edition retained permanently
Trustees' Meeting Agenda	One year	One year
Shop orders	7 years	7 years
Grants and Welfare applications and information	7 years	7 years