Document Retention Policy

1. Policy

1.1. Scope of Policy

This policy refers to the work of Newmarket U3A. The policy sets out the procedures and policies that Newmarket U3A, which is a registered charity and an unincorporated association, will operate via members of its Executive Committee, as trustees of the charity. The policy details how its records will be maintained, updated, stored and deleted in accordance with applicable laws and policies. This policy should be read in conjunction with Newmarket U3A Privacy Policy and Data Protection Policy. In case of any conflict between applicable law and this policy, the terms of applicable law override the terms of this policy. In the event of a conflict between the requirements of the Newmarket U3A Privacy Policy and Data Protection Policy then the provisions of those Policies override the provisions of this policy.

1.2. Why this Policy has been written down

Records of Newmarket U3A are created in relation to membership applications and records, income and expenditure and other financial and contractual obligations, meetings of the Executive Committee and activities of Newmarket U3A generally. As the Executive Committee is elected annually and records are kept in both electronic and paper form by various members of the Executive Committee and other members of Newmarket U3A, this policy is written down to ensure consistency in practice, in so far as possible, as to such record keeping and retention. It is recognised that the Data Protection and Privacy Policies also require that personal information of members should not be retained for longer than required under the terms of those Policies. It is also noted that some records that currently exist pre-date the date upon which Newmarket U3A adopted its constitution as a charity (26 November 2018) and, in as far as this policy references particular categories of document or information, this policy shall apply to analogous records of the predecessor non-charity registered organisation.

2. Retention of Records

2.1. Accounting and tax records

Accounts and tax records will be retained for a period of six years. They will be retained by the Treasurer for the time being in either electronic or hard copy format. Original invoices, contracts with suppliers and similar items will be retained for a period of six years. Tax records will be retained for a period of seven years. Records relating to gift aid will be retained for a period of six years.

2.2. Membership Records

Membership application forms will be retained for a period of two years except

where they include an election relating to Gift Aid by a member, in which case they will be retained for a period of six years.
Attendance sheets for meetings will be retained for a period of three months.

2.3. Executive Committee and Annual Member Meetings
Trustee appointment forms completed and registered with the Charity Commission will be retained indefinitely.
Minutes of Annual General Meetings will be retained indefinitely.
Minutes of Executive Committee meetings will be retained for a period of twelve years.

2.4. Other Documents
Any other documents including photographs will only be retained for the period of their expected useful life and (other than for archival purposes) are expected only to be retained for a period of no longer than two years.

3. Destruction of Old Records

Destruction of old records shall be carried out by or under the supervision of a member of the Executive Committee. Secure methods of destruction will be used such as burning or cross-cut shredding.

4. Review of this Policy

This policy should be reviewed annually.

This policy was reviewed by the Executive Committee on 21st September 2026

Signed:	Geraldine Cornwell	Committee Role: Chair
Print Name:	G CORNWELL	
Policy Review Date	September 2027	