



## **Wings To Fly Retention Schedule 2021**

### **1 Introduction**

1. This Retention of Records Policy has been approved by the Board of Trustees Wings To Fly. The Charity is registered with the charity commission with registration number 118309
2. The Retention of Records Policy will enable the Charity to comply with the requirements of data protection legislation. Furthermore, this policy will enable the Charity to manage and track documents and assist in providing openness and transparency to the public.
3. The Retention of Records Policy is required to support the organised creation, retrieval, appropriate storage and preservation of the Charity's essential records. In addition, it is essential to support the appropriate disposal of documents with no continuing business, legal or historical significance.
4. As a Charity, the actual period for records to be kept will depend on a number of factors, including:
  - a. legal requirements
  - b. storage costs
  - c. the Charity's need to access the document
  - d. historical value

### **2. Data Protection**

To comply with the principles of data protection legislation, the Charity must:

- only keep information for as long as there is a business need
- keep records secure, whether electronic or paper
- ensure records are retrievable and easily traced
- allow a person access to information held about them, should they request it
- destroy papers and electronic data for which there is no continuing business need and send papers that cannot be destroyed to archive for as short a time as possible
- keep data secure while it remains in any office
- keep track of where information is stored
- continue to apply these good practices to avoid stockpiling papers in the future

### **3 Policy**

1. All records created by or on behalf of the Charity belong to the Charity. This includes any rights or copyright in the context, except where specifically provided under copyright legislation.
2. All records received on behalf of the Charity as part of its business will be its property, which may be disposed of or released as the Charity sees fit or as required by law. Originators' and owners' rights will be fully respected in accordance with legislation.
3. Responsibility for depositing and disposing of archive records lies with the relevant trustee's of each operation as the information asset owner. It is their responsibility to ensure that complete and accurate records are retained in line with legislative requirements and agreed best practice.
4. Responsibility for managing and tracking records lies with the relevant trustee who:
  - Will determine if a file is no longer required for current business usage, which can then be added to the archive.
  - May choose to retain records for longer than the indicative periods given in the retention schedule, for example, if they consider records to be of significant historical value or if the issue they are concerned remains 'live'.

Description of Records	Retention Action	Trigger for retention/ disposal action	Disposal Action	Rationale	Comments
Minutes of meetings and decisions made as resolutions in writing	Minimum 10 years from the date of the meeting or from the date of passing a resolution in writing	Date of meeting	Destroy	Data Protection Act, Companies Act, Charities Act	
Agendas	No retention required	Conclusion of meeting	Destroy	Common practice	
Policy documents	Retain while in use operationally	Expiration of policy	Destroy when policy is no longer operational	Common practice	
Complaints files	Retain for 8 years	Resolution of complaint	Review	Common practice	Review and destroy if complaints are non-contentious
Annual accounts and annual review	Permanently	N/A	N/A	Data protection Act	
Invoices	Retain for 10 years	End of the financial year that the record was created in	Destroy	Charities Act and HMRC	
Annual budget and supporting papers	Retain for 6 years	End of the financial year that the record was created in	Destroy	Standard financial regulations	
Trustee details	Retain whilst trustee is active	Trustee leaves	Destroy	Common practice	
Major agreements of historical significance	Permanently	N/A	N/A	Data Protection Act	
Contract with customers, suppliers or agents, licensing agreements, rental/ hire purchase agreements, indemnities and guarantees and other agreements or contracts	Six years after expiry or termination of the contract. If the contract is executed as a deed, the limitation period is twelve years	Date contract ended	Destroy	Limitations Act 1980	
Records of all delivery of goods or services for VAT purposes	Six years from the date the records were created	Date of invoice	Destroy	VAT Act 1994	

Bank statements, bank paying in counterfoils, remittance advices, correspondence re donations, bank reconciliations, receipts cash book, gift aid declarations	Six years from the end of the financial year in which the transaction was made	Date of transaction	Destroy	Charities Act and HMRC	
Grants Casework and Beneficiary Information	Holdings reviewed at the two-year point.  Information connected to beneficiaries will be retained for a maximum of seven years	End of service delivery relationship plus the current financial years.	Destroy	Charities Act	