



The Great Dane Club of Wales

The Great Dane Club of Wales

Retention and Disposal policy



The Great Dane Club of Wales

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Data Controller



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Retention and Disposal policy

1. Purpose

1.1 The purpose of this policy is to detail the procedures for the retention and disposal of information to ensure that we carry this out consistently and that we fully document any actions taken. Unless otherwise specified the retention and disposal policy refers to both hard and soft copy documents.

2. Review

2.1 Review is the examination of closed records to determine whether they should be destroyed, retained for a further period or transferred to an archive for permanent preservation.

3. How long we should keep our paper records

3.1 Records should be kept for as long as they are needed to meet the operational needs of the Club, together with legal and regulatory requirements. We have assessed our records to: determine their value as a source of information about the Club, its operations, relationships and environment, assess their importance as evidence of club activities and decisions establish whether there are any legal or regulatory retention requirements (including: General Data Protection Regulation 2018, the Freedom of Information Act 2000).

4. Disposal schedule

4.1 A disposal schedule (*P3*) is a key document in the management of records and information. It is a list of series or collections of records for which predetermined periods of retention have been agreed between Clubs Committee.

4.2 Records on disposal schedules will fall into three main categories:

4.2.1. Destroy after an agreed period – where the useful life of a series or collection of records can be easily predetermined (for example, *destroy after 3 years; destroy 2 years after the end of the financial year*).

4.2.2. Automatically select for permanent preservation – where certain groups of records can be readily defined as worthy of permanent preservation and transferred to an archive.



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4.2.3 Review – see 2 above.

4.4 Records can be destroyed in the following ways:

Destruction

- 4.4.1 • Non-sensitive information – can be placed in a normal rubbish bin
- Confidential information – cross cut shredded and pulped or burnt.

4.4.2 Destruction of electronic records should render them non-recoverable even using forensic data recovery techniques.

5. Sharing of information

5.1 Duplicate records should be destroyed. Where information has been regularly shared between other parties, only the original records should be retained in accordance with the guidelines in section 2 above. Care should be taken that seemingly duplicate records have not been annotated.

5.2 Where we share information with other bodies, we will ensure that they have adequate procedures for records to ensure that the information is managed in accordance with the relevant legislation and regulatory guidance.

6. An audit trail

6.1 There will be no need to document the disposal of records which have been listed on the records retention schedule. Documents disposed of without the schedule either by being disposed of earlier or kept for longer than listed will need to be recorded for audit purposes.

6.2 This will provide an audit trail for any inspections conducted by the Information Commissioner and will aid in addressing Freedom of Information requests, where we no longer hold the material.

7. Monitoring

7.1 Responsibility for monitoring the disposal policy rests with Committee. The policy should be reviewed annually.



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Disposal schedule – Governance and Operations: Finance Records				
Heading	Description	Retention Period	Comments	Action
Financial management bank, petty cash and creditors records	Paid/presented cheques and records of all cheques drawn for payment	6 years		Club Treasurer
	All other cheque records – cheque books received, butts, cancelled etc	2 years		Club Treasurer
	Bank statements and reconciliations	6 years		Club Treasurer
	Electronic banking – transactions, payment files, deposits, withdrawals and audit trail	Same as paper records		Club Treasurer
	All petty cash records	6 years		Club Treasurer
Financial management ledger records	General ledger produced for purposes of preparing certified financial statements	6 years		Club Treasurer
	Financial Statements	6 years		Club Treasurer
	Club Show Accounting records	6 years		Club Treasurer
	Dane of the Year Show records	6 years		



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Disposal schedule – Governance and Operations: Records - Committee Member, Members, Exhibitors, Judges				
Heading	Description	Retention Period	Comments	Action
Committee Members	Name Address Email address Telephone number	Termination of office		Club Secretary
Members	Name Address Email address Telephone number	Termination of membership		Club Secretary
Judges	Name Address Email address Telephone number Judging History	Until superseded		Club Secretary
Exhibitors	Name Address Email address Telephone number Dog information	5 Years		Club Secretary
Disposal schedule – Governance and Operations: Corporate Governance				
Heading	Description	Retention Period	Comments	Action
Kennel Club	Annual Reports Show Licenses Show Records	KC Requirements		Club Secretary



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Annual report	Annual report Background and Operations documentation and iterations of report	Permanently 2 Years		Club Treasurer
Governance	Committee minutes Judge Contracts	Permanently 1 year from completion		Club Secretary
Health and Safety	Show Risk assessments	Until superseded		Club Secretary
Dane of The Year	Meetings records Show Records Financial Records	6 years		

Disposal schedule – Scrutiny and Quality

Heading	Description	Retention Period	Comments	Action
Complaints	Policy Statements and guidance Register of complaints Reports on particular complaints or categories of complaints	Until superseded 3 years 3 years		Club Treasurer
Good Practice	Seminars	3 years		Club Treasurer

Disposal schedule – Standards and Policy – Accredited Registers

Heading	Description	Retention Period	Comments	Action
Correspondence, Complaints, Concerns raised	Registers, Letters, e mails	3 Years		Club Secretary
Standards and policies	Club Constitution, Rules Code of Ethics	Until Suspended		Club Secretary



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Corporate and Finance	Financial information	6 Years		Club Treasurer
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Disposal schedule – Standards and Policy – Communications, Policy and Research

Heading	Description	Retention Period	Comments	Action
Communications	Website Meetings and events	Until superseded Until superseded		Club Secretary



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Version Control

Version	Status	Description of Version	Date Completed