

## KEEPING OF RECORDS – TIMING

The NFWI has obtained expert advice on the keeping of records and it is suggested that the following might be used as a guide:

### (1) County/Island Federation records

Signed Rules	Permanently
Board of Trustees committee minute book (if sub-committee reports are incorporated in board minute books, sub-committee minute books need not be kept for longer than three years after the last entry)	Permanently
Council Meeting minute book	Permanently
Registration certificates (Charity Registration)	Permanently
Insurance policies	Permanently or until expired. It is advisable to keep employer's liability certificates permanently since claims can be made many years after exposure to health problems.
Financial and accounting records	6 years plus the current year
PAYE, Tax and National Insurance records (including everything that is required in an employee's payroll record)	6 years plus the current year
Lease	Permanently or until expired
Scrapbook or other record of events	Permanently
Committee correspondence	2-5 years
WI files	Sort each year, only keeping record papers, WI Adviser reports and recent correspondence
Federation panel of speakers	Keep correspondence re current panel and correspondence when first inviting Speaker to serve on panel; destroy remainder each time a new panel is published
Events	Destroy one year after completion, keeping a scrapbook or a single file or specimens of printing, notices etc., the report and financial statement
NFWI circulars etc.	Current year; cut out any permanent notices and file according to subject, e.g. Rulings

Correspondence with County Council, LEA and other outside organisations – important papers	10 years or permanently
Correspondence with County Council, LEA and other outside organisations – current correspondence	2 years
Staff records	Varies – seek advice from the NFWI HR Department

**(2) WI Records**

Signed Rules	Permanently
Minute Book	Permanently
Record Book	Permanently
Annual Reports	Permanently
Financial Statements & Account Book	7 years
Registration Certificates (Charity Registration etc. where applicable)	Permanently
Insurance Policies (if applicable)	Permanently or until expired
Lease (if applicable)	Permanently or until expired
Scrapbook	Permanently
Correspondence with federation and NFWI about Rulings or other fundamental matters affecting the running of the WI	5-10 years as applicable
Arrangements for WI programme and special events etc.	1 year after completion
Federation monthly letters of news sheets	Current year and one year back
All trivial correspondence	Our recommendation is to destroy on a 6 monthly basis, however please agree a system that will suit your circumstances.