# Retention guide for meetings - template

All records marked ‘retain permanently’ should be passed in a timely manner to the records custodian for storage and transfer to place of deposit (e.g. Essex record office)

**List of members** – retain permanently (historical archive)

**Printed Book of members** – retain permanently (historical archive) (some meetings may decide not to keep this permanently if they already keep the membership lists above, but others may decide the information differs and both are worth keeping).

**Nominations information** – delete when process complete (nominations are usually minuted somewhere, and these minutes will be kept permanently so no need for this to be retained)

**Births, marriages information** – retain permanently (historical archive) (some meetings may decide that as this info is kept in public records, they are not going to maintain these records).

**Employment applications, contracts, admin** – end of employment contract + 6 years (then destroy securely)

**Unsuccessful job applications** – appointment of post + 6 months (then destroy securely)

**Events bookings data** – event + 6 years (then destroy securely) \*Did the event involve children? May want to keep longer for safeguarding reasons (consult BYM website for more information)

**All minutes** – retain permanently (historical archive)

**Annual accounts** - retain permanently (historical archive)

\*see retention guide on records custodians webpage: http://www.quaker.org.uk/our-organisation/quaker-roles/records-custodians-librarians