

GLOUCESTERSHIRE AREA QUAKER MEETING

CUSTODIAN OF RECORDS PROTOCOL

FRONT PAGE

Minutes, Records & Papers: For specific details of trustee documents & their public closure periods, see attached pages 1 to 5. The General Processing Procedure also covers trustee records.

GENERAL PROGRESSING PROCEDURE

First 10 Years¹ items to remain with meetings who produced them (for example Local, Area & Trustee). Then pass items forward to Custodian of Records (AM Records store).

After a total of 30 Years the Custodian of Records should pass the records to the County Archive in Gloucester. The Area Meeting should raise a minute to cover the deposit(s), as advised by Custodian of Records.

CLOSURE PERIODS²

30 Years for Local Meetings (PM) and Area Meeting (MM) Minutes with Papers³, LM (PM) Nominations & Premises Meetings and Marriage Registers, Burial Notes, Tabular Statements, Minutes for Application for Membership and Testimonies in Life of.

75 Years for Elders, Overseers⁴

100 Years for Children/Young People Committee Meetings, Safeguarding Records, Confidential Records and Detailed Lists of AM Members / Attenders.

NOTES:

Important: Records going forward to the County Archive in Gloucester. If applicable must be clearly marked with period for which they are closed to the public.

¹ Minutes, Records & Papers are dated from the year they are produced, A collection of items over time (e.g. a Minute Book covering number of years) is indicated with last year of entry.

² Closed to the public. Only to be viewed with written permission of the AM Clerk or AM Trustee Clerk as applicable.

³ Papers with minutes should be annotated with the minute to which they relate.

⁴ Sometimes also called Pastoral Friends.

The Custodian of Records has the discretion to move suitable Records & Documents forward directly to other locations within the knowledge of Quakers without reference to public closures within this protocol (for example: move a history document written by a Friend into County Archive or a book held Friends into a Quaker Library).

Gloucestershire Area Quaker Meeting: Trustees Records Retention Protocol September 2020

Use General Processing Procedure (see Front Page) except where explicitly stated not to in this Table.

Originator of Records	Record description	Detailed Description	Source of regulatory retention period	Recommended retention period	Access conditions	Form to be kept	Share /store via cloud?	Reasons and remarks
Clerk of Trustees	Trustees' Redacted Minutes	Minutes plus documents regarded by the clerk as essential to understanding	Charity Commission guidance BYM business decision	Permanent	Public documents.	Paper	AM Dropbox & Trustees Dropbox (limited access)	Finalised, signed and on acid free paper. Cardboard folders
Clerk of Trustees	Trustees Confidential Minutes	Minutes plus documents regarded by the clerk as essential to understanding	See above.	Permanent	100 years closure. Access may be allowed: permission needed from Clerk of Trustees	Paper	Trustees Dropbox (limited access)	Finalised, signed and on acid free paper. Cardboard folders
Clerk of Trustees	Governance	a. Charity Registration b. Governing Document		Permanent	To remain with Clerk of Trustees. Access on request to Clerk of Trustees	Paper		Check quality of paper – action Clerk. Don't file in plastic.

Clerk of Trustees	Property including Meeting Houses and residential property	a. Deeds b. Maps c. Land Registry d. Confidential correspondence and other papers		Permanent	To remain with Clerk of Trustees. Access on request to Clerk of Trustees	Paper		Local meetings have copies. Old Deeds and plans are with Friends Trusts Ltd.
Clerk of Trustees	Property including Meeting Houses and residential property	a. Quinquennial surveys b. Landlord's safety checks c. Maintenance reports d. Non-confidential correspondence and other papers		Permanent	Public documents	Paper	May be kept in digital form in Trustees Dropbox (limited access)	
Clerk of Trustees	Employment including wardens: some Confidential	Appointments Redundancies Resignations		Permanent	100 year closure Access may be allowed: permission needed from Clerk of Trustees	Paper	May be kept in digital form in Trustees Dropbox (limited access)	
Clerk of Trustees	Safeguarding	Safeguarding Coordinator's records and reports of concern to the Safeguarding Trustee; Records from C&YP events (LMs (C&YP meetings and	IICSA (Goddard Inquiry) 2015 and Data Protection Act 2018.	Permanent	100 year closure Access may be allowed: permission needed from Clerk of Trustees	Paper		

		appointment of C&YP helpers, DBS record), Link Group, Camp, AM).						
Clerk of Trustees	Compliance records	a. Safeguarding excluding list of C&YP volunteers with DBS clearance b. Data Protection c. Premises d. Risk assessments e. Other		Permanent	Public documents	Paper	Trustees Dropbox (limited access)	These docs do not contain personal information
Clerk of Trustees	Policies, procedures and guidance	a. Safeguarding policies and guidance, safeguarding coordinators' annual reports, role descriptions etc. b. Burial grounds c. Health and Safety d. Data protection e. Records protocol f. Lone working g. other		Permanent	Public documents	Paper	Trustees Dropbox (limited access)	

Clerk of Trustees	Annual reports	Report goes to Area Meeting, BYM & Charity Commission		Permanent	Public documents	Paper	AM Dropbox; Trustees Dropbox (limited access)	Pass Printed Copy to Custodian of Records for County Archive
Clerk of Trustees	Burials, Interment and scattering of ashes	Records		Permanent	Public document	Paper		
Area Meeting Treasurer	Financial Records	All banking information including bank paying-in slips, transfer instructions, cheque stubs, bank statements, record of standing orders and direct debits, account administration; receipts, tax reclaims, gift aid records.	Limitations Act (1980) Taxes Management Act (1970) Value Added Tax Act (1994) –	End of financial year + 7 years	Permission from AM Treasurer needed	Paper		AM Treasurer records for 7 years for statutory and audit reasons. After the 7 year period AMT arranges confidential Shedding.
Area Meeting Treasurer	Insurance Policies	All insurance documents including employer liability, public liability, property		Permanent	Permission from AM Treasurer needed	Paper		
Area Meeting Treasurer	Financial policies	Investment policy		Permanent	Permission from AM Treasurer needed	Paper	Trustees Dropbox (limited access)	

Area Meeting Treasurer	Financial policies	Legacy policy and records		Permanent	Permission from AM Treasurer needed	Paper	Trustees Dropbox (limited access)	
Area Meeting Treasurer	Financial policies	Grants policy		Permanent	Permission from AM Treasurer needed	Paper	Trustees Dropbox (limited access)	
Area Meeting Treasurer	Financial report	Treasurer's report to Area Meeting		Permanent	Public document	Paper	Trustees Dropbox (limited access)	After 10 years. pass original & signed copies to C of R A copy of the AM accounts to be attached to AM minutes
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