

VOLUNTARY ACTION – LEEDS

ARCHIVING POLICY

Voluntary Action-Leeds recognises its obligations with regard to the safe and accessible storage of archive material. There is certain paperwork and/or computer records that it is necessary to maintain for a given period once a contract or project ends. This information is generally held in an archive to ensure that the office space does not become cluttered.

Timeframes:

All timeframes are to be taken from the last date of delivery under that contract heading. Longer-term contracts may be re-contracted so these will be considered as new contracts. Extensions will be considered to be a continuation of the same contract.

How long records will be kept for:

- **Client Records:** Seven years after intervention with the client ends.
- **Contractual Records:** Three years from the end of the contract. Examples of documentation are: A copy of the contract; monitoring and evaluation documentation; non-financial returns to the funder.
- **Financial Records:** Standard accounting practice is a minimum of six years. Voluntary Action – Leeds will retain this type of document for seven years. Examples are: a copy of a budget; financial returns to funders; accounts.
- **Personnel Records:** These will be retained for seven years after the staff member leaves.
- **Other Records:** There is no obligation to keep any other records. However, if a member of staff feels that it is prudent to maintain a document then this document should be retained for one year.
- **Staff Responsibilities:** Staff who are responsible for contracts must check to ascertain the archiving requirements of each funder. If the archiving period is longer than the ones described above then the requirements of the funder take priority. For example, the archiving period for European Funded programmes is ten years.

Archiving Procedures:

Each member of staff is responsible for compliance with this policy. The archive room is on the first floor. Keys are available from Administration.

Archive boxes must be clearly marked – titled and dated, including date to be destroyed.

Archive boxes are available from Administration.

Electronic Archives:

Where information is held on computer this information should be transferred onto an appropriate storage medium disc (CD or DVD etc. however a 3.5" floppy disc should not be used) and not held on PCs or the VA-L server (so will need deleting once transferred). These discs must be clearly marked as above and stored in the archive store.

Access Issues:

Smaller archive boxes and disc storage are available if required. Administration will ensure that the archive boxes will be delivered to the archive room on behalf of any member of staff who should not be expected to or who is unable to negotiate stairs or lift such boxes.

Disposal of Records:

1. Any paper information that could be attributed to an organisation or individual and which is not in the public domain must be shredded.
2. Any discs holding electronic records must be shredded. Any computer information held on PCs will be deleted in the first instance.
Upon disposal of the computer the hard drive will be professionally wiped, this will be done either in-house or by a third party company.
3. All other paper documentation will be recycled.

This Policy was formally adopted by the Trustee Board of Voluntary Action-Leeds on 5 February 2007.