

Record Retention Schedule

1. Governance and Business Value

Records pertaining to the governance of Kennet and Avon Canal Trust, and records of commercial or informational value to the Trust

Functions:

Governance

Finance

Campaigns and Advocacy

Document	Retention	Reason/further guidance
Governance		
Certificates of incorporation, Constitution, Trust Deed, Memorandum and Articles of Association, Royal Charter, Charity Commission schemes/orders	Permanent	Charities Act 2011, Companies Act 2006
Minutes of Trust Council and Enterprise Board meetings	Permanent	Companies Act 2006
Trustee appointment notices, election results, signed contracts, conflict of interest declarations	Permanent	Charities Act 2011, Companies Act 2006
Registers of Trust council members and Enterprise board members, including addresses and contact details	Permanent	Charities Act 2011, Companies Act 2006
Memorandum of understanding between Trust Council and Enterprise Board. Leases, legal partnership documents	6 years from conclusion of the relationship	Limitation Act 1980
Investment Policy, Grants Policy, Health and Safety Policy, Vision and Strategy, Risk Management Policy, Abuse Policy, Privacy Statement, Finance Manual, Business plans, organisation charts, strategies, policies, procedures, standards	7 years from superseded	Recommended practice
Finance		
Annual reports and audits reports	Permanent	Charities Act 2011
Receipts and payments, accruals e.g. trip boats, Bruce boat hire	7 years from end of financial year	Charities Act 2011
Tax relief offered to charities for income generated for charitable purposes see also Gift Aid	7 years from end of financial year	Taxes Management Act 1970
Corporation, VAT, computations and returns	7 years from end of financial year	Taxes Management Act 1970, Value Added Tax Act 1994, Value Added Tax Regulations 1995, Finance Act 1998
Campaigns and advocacy		
Campaign plans, outputs, reports,	7 years from completion of campaign	Recommended practice
Branding details, histories, anniversaries, reputation management	7 years from superseded	Recommended practice

Press release, clippings etc.	7 years from publication	Recommended practice
The Butty, newsletters, planning applications and responses	7 years from publication and then archived	Recommended practice

2. Accountability and Transparency

Records pertaining to the accountability and transparency of the Trust to governing bodies, beneficiaries, donors and other stakeholders.

Functions:

Safeguarding

Serious incident

Fundraising and donation

Volunteers and collections

Financial accountability

Document	Retention	Reason/further guidance
Safeguarding		
Safeguarding policy and procedure, training and monitoring, codes of conduct	7 years from superseded	Recommended practice
Disclosure and barring certificates	6 months from issue of certificate	Recommended practice
Incidents and allegations relating to children or adults at risk	6 years from incident report or allegation then review	Files should be reviewed to ascertain risk associated with the incident and decide whether longer retention period is required
Due diligence documentation, due diligence of donations and benefits, Know your donor checks etc.	7 years from end of relationship or date of last	
Serious Incidents		
Serious incident reports, serious incident policy and training, escalation protocols, periodic reporting	6 years from incident report or allegation then review	Files should be reviewed to ascertain risk associated with the incident and decide whether longer retention period is required
Fund Raising and donations		
Fundraising from shop sales, sales of merchandise, raffles and lotteries, fees for fundraising events, subscriptions with significant benefits	7 years from end of the financial year	Charities Act 2002, Taxes Management Act 1970, see the fundraising code of conduct for more detail https://www.fundraisingregulator.org.uk/code/key-principles

Register of members, supporters. For members of charity with voting rights see Statutory Registers	7/10 years from conclusion of membership	Taxes Management Act 1970
Funding grants received from third parties	7 years from end of grant period	Taxes Management Act 1970
Donor files, in kind donations (including correspondence, offers, registers etc.)	7 years from end of financial year	Taxes Management Act 1970
Declaration records	7 years from end of financial year	Taxes Management Act 1970, The Donations to Charity (Gift Aid Declarations) Regulations https://gov.uk/government/publications/charities-detailed-guidance-notes/chapter-3-gift-aid
Deeds of covenant	6 years from date of last payment	Limitations Act 1980 See also Gift Aid
Legacies, wills, bequests	6 years from closure of estate	Limitations Act 1980
Volunteers and collections		
Volunteer registers, volunteer files including contact details, insurance coverage, risk assessments, occupational health complaints and problem behaviour, allegations	6 years from termination of voluntary relationship	Limitation Act 1980. These files may be held in a similar manner to or in conjunction with HR personnel file.
Registration records, vetting, forms	6 months from decision	Recommended practice. See also recommended retention of DBS certification
Receipts of collections, timesheets, receipts, disbursements, expenses	7 years from collection	Taxes Management Act 1970
Volunteer collecting policies, procedures, training material	7 years from superseded	Taxes Management Act 1970
Financial accountability		
Statement of annual income	7 years from end of financial year	Recommended practice
Charity Commission authorised payments to Trustees	7 years from end of financial year	Limitation Act 1980
Conflict of interest register	7 years from resolution of identified conflict	Limitation Act 1980

3. Rights and Responsibilities

Description: Records identifying or upholding rights and entitlements of individuals or institutions.

Functions:

Property management
Artefact/object management
Data protection rights

Document	Retention	Reason/further guidance
Property Management		
Trip boat and Bruce boat records, MCA inspections, service records, survey reports	Permanent	
Deeds, plans, titles	12 years after disposal of estate	Limitation Act 1980
Rents, leases etc.	6 years from expiry of lease	Limitation Act 1980
Artefact/object files		
Record identifying the history of provenance of objects and artefacts. This may include correspondence or reports pertaining to history of artefact of explanation of care, preservation and custody,	6 years after disposal of artefact	Limitation Act 1980
Data protection rights		
Subject access requests, request management records, consent management records, legitimate interest tests and outcomes	7 years from date of request	Recommended practice

4. Impact and Significance

Description Records demonstrating the impact of the organisation and of significance to the organisation and its stakeholders

Working papers		
Records gathered to substantiate case studies, including interview notes, transcription, statistics	1 year after publication of impact study	Data protection act 2018. May be retained longer if personal data gathered for the development of the case or impact study is anonymised.

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Responsible Trustee: Chris Bolt
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