



BRADFORD FAMILY HISTORY SOCIETY

Archives Policy

Approved (6th April 2023)

The purpose of this document is to set out which documents the Society will keep, where they will be kept and for how long. The list of documents mentioned is the minimum to be retained.

Document	Repository	Retention Period
Minutes & Agendas of Ordinary & Exceptional Committee Meetings	Last 5 years – Society Secretary/Chairman Previous - Bradford Local Studies Library	Indefinite
Minutes & Agendas of Annual General Meetings	Last 5 years – Society Secretary/Chairman Previous - Bradford Local Studies Library	Indefinite
Register for Zoom attendees	Society Zoom host/Secretary/Chairman	2 years
Policy Documents adopted by Committee	Society Information Officer /Chairman/on society website	Indefinite
Annual Accounts	Society Treasurer	Indefinite
Bank Statements	Society Treasurer	6 Years
Petty Cash and Receipts Books	Society Treasurer	6 Years
Paying In / Paying Out Books / Counterfoils	Society Treasurer	6 Years
Invoices for Capital Items	Society Treasurer	10 years
Standing Order Forms	Society Treasurer	6 years
List of Members	Membership Secretary	6 months from end of membership

Review of Policy

Policy to be reviewed February 2025