

Last Updated Sep-17

Review Date Jul-18

**Arts Centre - Records Retention Schedule**

Arts Centre										
Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Facility Operational Issue	Not applicable	Mailing list	Electronic		Review	Yes	No		used to publicise forthcoming events	yes
Facility Operational Issue	Not applicable	Course registers	Both		Destroy	Yes	only current year	1	need current data	yes
Grant Funding	Not applicable	Grant / funding information	Manual		Destroy	Yes	Yes	7	needed for refrence and report from	yes
Facility Operational Issue	Not applicable	Recociliation (General, Theatre, Washington Theatre Group)	Both		Destroy	Yes	Yes	7		yes
Facility Operational Issue	Not applicable	Contracts (Theatre,Tutor)	Both		Destroy	Yes	Yes	2	legal document	yes
Contracts	Not applicable	Hall Hire agreements	Both		Destroy	Yes	Yes	7	financial	yes
Facility Operational Issue	Not applicable	Performing Rights Society	Both		Destroy	Yes	Yes	7		yes
Personnel	Not applicable	Staff Returns	Both		Destroy	Yes	Yes	1		yes
Facility Operational Issue	Not applicable	leaflet/ electronic preparation file	Both		Destroy	display	ref copy	3		yes
Finance	Not applicable	Sales Orders	both		Destroy	Yes	yes	7		yes
Finance	Not applicable	Purchase orders	both		Destroy	Yes	Yes	7		yes
Marketing	Not applicable	Press clipping	Manual		Retain	Yes	Yes	for ever		yes
Insurance	Not applicable	Client public liability Insurance certificates	Manual		destroy	Yes	No	0		when current

Finance	Not applicable	Invoices	Manual		Destroy	Yes	Yes	7		
Health & Safety	Not applicable	ARI forms	Manual		Retain	Yes	Yes	40 years		
Health & Safety	Not applicable	Risk Assessment	Manual		Review	Yes	Yes	checking with H & S		
Health & Safety	Not applicable	COSHH assessments	Manual		Review	Yes	Yes	checking with H & S		
Facility Operational Issue	Not applicable	Craft Fair - participants, proceedures and payments detailshard copies	Both		Review	Yes	Yes	when active		when person is participating.
Personnel	Not applicable	Staff Rota	Manual		Destroy	Yes	Yes	1		
Facility Operational Issue	Not applicable	Genie	Manual		Retained	Yes	Yes	checking with h & S		
Maintenance	Not applicable	Property Mainteance - repairs and reports	Manual		Destroy	Yes	Yes	1		till end of year and work completed
Personnel	Not applicable	Annual leave / TOIL	Manual		Destroy	Yes	Yes	1		
Health & Safety	Not applicable	Fire Risk Assessments	Manual		Destroy	Yes	Yes	checking with h & S		
Health & Safety	Not applicable	Legionella File	Manual		Destroy	Yes	Yes	Checking with H & S		
Health & Safety	Not applicable	Rentokill	Manual		Destroy	Yes	Yes	1		
Arts Service	Not applicable	Arts Related Projects	Both		Destroy	Yes	Yes	6 years		
Arts Service	Not applicable	Arts Organisation Records	Both		Destroy	Yes	Yes	5 years		
Arts Service	Not applicable	Grant applications	Both		Destroy	Yes	Yes	6 years		