

Last Updated Sept 17

Review Date Mar 18

Museums - Records Retention Schedule

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Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Business continuity	Not applicable	Emergency plans	Both		Review	Yes	No	On going	Need current data	Yes
Collections	Not applicable	Accession registers	both		retained	yes	yes	On going	needed for reference	yes
Communications	Not applicable	Press clipping	Manual		Retain	Yes	Yes	On going		yes
Contracts	Not applicable	Exhibition hire agreements	Both		Destroy	Yes	Yes	7	financial	yes
Contracts	Not applicable	Loan of collections	Both		Destroy	Yes	Yes	7	Organised through SLA with TWAM	yes
Facility Operational Issue	Not applicable	Mailing list	Electronic		Review	Yes	No		used to publicise forthcoming events	yes
Facility Operational Issue	Not applicable	Event/workshop registers	Both		Destroy	Yes	No		need current data	yes
Facility Operational Issue	Not applicable	Contracts (Artists,Tutors, Freelancers)	Both		Destroy	Yes	Yes	2	legal document	yes
Facility Operational Issue	Not applicable	Sales Orders	both		Destroy	Yes	yes	7		yes
Facility Operational Issue	Not applicable	Client public liability Insurance certificates	Manual		destroy	Yes	No	0		when current
Facility Operational Issue	Not applicable	Staff Rota	Manual		Destroy	Yes	Yes	1		
Facility Operational Issue	Not applicable	Property Maintenance - repairs and reports	Manual		Destroy	Yes	Yes	1		till end of year and
facility Operational Issue	Not applicable	Visitor figures	Both		Review	Yes	Yes	On going	Need current data	yes
Finance	Not applicable	Purchase orders	both		Destroy	Yes	Yes	7		yes
Finance	Not applicable	Banking	Manual		Retain	Yes	Yes	7		
Grant Funding	Not applicable	Grant / funding informationInformation	Manual		Destroy	Yes	Yes	7	needed for refernce and report from	yes
Health & Safety	Not applicable	Risk Assessment	Manual		Review	Yes	Yes			
Health & Safety	Not applicable	COSHH assessments	Manual		Review	Yes	Yes			

Health & Safety	Not applicable	Genie	Manual		Retained	Yes	Yes			
Health & Safety	Not applicable	Fire Risk Assessments	Manual		Destroy	Yes	Yes			
Health & Safety	Not applicable	Legionella File	Manual		Destroy	Yes	Yes			
Health & Safety	Not applicable	Asbestos records	Manual		Destroy	Yes	no	1	need current data	yes
Health & Safety	Not applicable	Incident forms	manual		Retained	Yes	Yes			yes
Insurance	Not applicable	Invoices	Manual		Destroy	Yes	Yes	7		
Personnel	Not applicable	Staff Returns	Both		Destroy	Yes	Yes	1		yes
Personnel	Not applicable	Annual leave / TOIL	Manual		Destroy	Yes	Yes	1		
Personnel	Not applicable	Volunteer contact details	Electronic		REview	yes	No	On gping	need current data	Yes