

## **The Historical Dance Society - Retention of Records Policy**

### **Introduction**

The Historical Dance Society's (HDS) Personal Information Policy addresses how we should deal with records that either identify individuals or from which they could be identified. This policy sets out how we will retain other documents. Such retention is important in order to meet our legal, commercial and membership obligations. All such documents will be kept securely.

### **Administration**

The administration of HDS entails the creation, handling and retention of various documents, such as:

- Invoices sent
- Invoices received
- Expense claim forms
- Receipts of expenses
- Contracts for working at HDS events
- Other contracts with third parties
- Publications orders
- Licences and copyright assignments
- Insurance documents
- Flyers and blank booking forms for events
- General correspondence (to and from members and non-members)

In addition, HDS holds the original text of its various publications and the original sound files for its recordings.

The committee generates certain documents:

- Agendas and minutes of meetings
- Papers for meetings
- Policy documents, including amendments to the Constitution.

**Non-Confidential Documents** - these documents may be made available to interested parties, and include:

HDS Constitution  
HDS Polices  
HDS Committee Minutes  
HDS Meeting Papers  
HDS Flyers for events  
HDS Newsletters  
HDS Journal and Conference Proceedings  
Insurance Policy

**Confidential and Sensitive Documents** – these documents require access to be restricted to authorised individuals, and include:

Documents containing sensitive information involved in HDS planning  
Documents containing personal information or data  
Certain HDS Committee papers and Minutes and emails with personal data or commercially sensitive information

### **Retention**

The *treasurer* is the most likely person to be the recipient of invoices, expense claim forms and receipts for action – acknowledging that the trustees may be the initial recipient of some items.

Company and Charity law stipulates the retention periods for various documents. A useful website sets these out: <https://www.buzzacott.co.uk/insights/retention-of-accounting-records-and-other-corporate-records>

The common retention period is 6 years from the appropriate date.

The *trustee or associate* looking after publications is the most likely person to hold the original text of its various publications and the original sound files for its recordings.

The *secretary* is the most likely person to hold the various documents generated by the committee.

### **Change of trustees and associates**

Those individuals entrusted with performing a role for HDS are required to retain all the documents associated with that role. On stepping down, they are additionally required to hand over to their successor – or in the absence of a successor to the secretary – all such documents.

### **Electronic records**

Any records which are created and retained electronically will be kept securely. If security passwords are used, the appliance owner will ensure that these passwords are known to another person to avoid a situation where trustees may be unable to access documents because they are 'locked'.

All electronic records will be backed up.

### **Access to Data**

Anyone seeking access to data that they do not hold or control must seek the approval of the data holder.

### **Archives**

The society's archive is lodged with the Archive of the Royal Conservatoire of Scotland (RCS) in Glasgow, and is managed by the HDS Archivist. The documents include:

- All committee papers, agendas and minutes
- AGM papers, reports, agendas and minutes
- Summer school bursary applications
- HDS newsletters
- HDS event flyers and booking forms
- HDS publications and CDs
- Photographs and videos of HDS events
- HDS financial records

### **Review**

The policy will be kept under review by the trustees and reviewed annually. It may be changed or cancelled by them after due consideration at a committee meeting.