



Clenchwarton Memorial Hall (CMH) Document Retention Policy

A document retention policy is vital for a UK village hall to comply with UK GDPR and Charity Commission regulations. Holding onto data for too long is a breach of privacy law, while destroying financial records too early can lead to trouble with HMRC.

1. Purpose

This policy ensures that Clenchwarton Memorial Hall (CMH) retains necessary records for an appropriate period and disposes of them securely when they are no longer required. This ensures compliance with the UK General Data Protection Regulation (GDPR) and the Charities Act.

2. General Principles

* Minimalism. Personal data (e.g., hirer contact details) will not be kept longer than necessary for the purpose it was collected.

* Security. Physical documents will be kept in a locked cabinet; electronic files will be password-protected.

* Disposal. Paper records will be shredded when information is no longer needed; electronic records will be permanently deleted when no longer needed

3. Retention Schedule

Record Type	Retention Period	Reason
Governance & Property Documents		
Title Deeds	Indefinitely (Permanent)	Legal Evidence of ownership
Lease	Indefinitely (Permanent)	Legal Evidence of ownership
Signed Minutes of Meetings	Indefinitely (Permanent)	Historical record
Financial Records		

Annual Accounts & Reports	Indefinitely	Historical Legal
Invoices, Receipts, Bank Statements	3 Years + current year	HMRC Requirement VAT Audit
Gift Aid Declarations	3 Years after last donation	HMRC Requirement
Hall Management		
Hiring Agreements (Contracts)	3 Years after end of hire	Limitation Act (Contract claims)
Public Liability Insurance Policy	Indefinitely	Proof of cover for future claims
Accident Books/ RIDDOR reports	3 Years after last entry	Health & Safety / Claims
Special Considerations		
Safeguarding	Records relating to safeguarding incidents or checks (DBS) should be kept for at least 25 years or as advised by your insurance provider	Claims in this area can be made many years later.
Electronic Communications	General emails that do not contain contractual information or sensitive issues should be deleted after 1 year	
Disposal Procedure		
When the retention period expires:		
Paper Records	Shred using a cross-cut shredder or use a confidential waste disposal service.	

Electronic Records	Delete from primary drives and ensure they are removed from "Recycle Bins" and cloud backups.	
Managing the Policy		
Review	This policy should be reviewed every 2 years by the Management Committee	
Annual "Clean-out	It is good practice to pick a specific month each year (e.g., after the AGM) to go through the filing cabinet and delete/shred documents that have reached their expiry date.	

Adopted: February 2026

Review date: February 2027