



## BRITISH AMERICAN FOOTBALL REFEREES ASSOCIATION LIMITED

### Retention of Records Policy

The purpose of this policy is to note the specified maximum amount of time records must be retained, by whom and in what format. Where a record is not mentioned, it shall be held for a default period of time; the default period of time shall be set as two (2) years. However, it is the responsibility of the appropriate director to retain such information he or she may need to discharge their operational responsibilities. Where there is a legal requirement for information to be retained (or where a change in legislation introduces or changes such a legal requirement) such legal requirement will always take precedence over the requirement of this policy; this process is known as "Legal Hold". Nothing below precludes records being kept for a longer period where there is a Legal Hold or lawful reason.

The information to be retained may be split into two sections, administrative and financial.

#### Administrative Records

Item	Period of Retention	Format	Person Responsible	Where Retained
Certificate of Incorporation of the Company	Ad Infinitum	Hard Copy	Company Secretary	With General Secretary
Minutes of meetings of Board	Ad Infinitum	Hard Copy Electronic	Company Secretary	With General Secretary On Website
Supporting papers for Board meetings	5 years	Hard Copy Electronic	Company Secretary	With General Secretary
Minutes of AGM	Ad Infinitum	Hard Copy Electronic	Company Secretary	With General Secretary On Website
Supporting papers for AGM	5 years	Hard Copy Electronic	Company Secretary	With General Secretary On Website
Initial electronic enquiries	5 years	Electronic	Director of Recruitment	On Website On Sharepoint
Membership Applications	3 years	Hard Copy	General Secretary	With General Secretary
Membership Application Decisions	1 year	Electronic	General Secretary	With General Secretary
Members Assignr records (name)	Instantly removed once deleted	Electronic	Director of Operations	Is not retained once deleted
Members Assignr records (Personal information)	Instantly removed once deleted	Electronic	Director of Operations	Is not retained once deleted
Membership Renewals	1 year	Hard Copy Electronic	General Secretary	With General Secretary
Members' with Disabilities Spreadsheet	Whilst a member and 3 months after membership ceases	Electronic	General Secretary Director of Training	On sharepoint
Member's Personal Details	Whilst a member and 3 months after membership ceases	Electronic	General Secretary	With General Secretary On Website (current members only)
Safeguarding Officer Spreadsheet	Whilst a member and 3 months after	Electronic	General Secretary Director without Portfolio #1	On Sharepoint

	membership ceases			
Disciplinary Information	10 years	Hard Copy Electronic	President	With Chair of Disciplinary Committee
Assessments	4 years	Electronic	Director of Training	With Dir. of Training
Selection Committee Data	5 years	Electronic	Director of Operations	On Sharepoint
Decisions of Selection Committee	5 years	Electronic	Director of Operations	On Website (in Newsflash)
Policies and Procedures	Whilst current	Electronic	General Secretary	On Website
Examination Papers from Members	1 year	Hard Copy Electronic	Director of Training	With Chair of Exam Committee
John Slavin Award data	3 months after award is granted	Electronic	General Secretary	On website (game day paperwork)
Initial Training Spreadsheet	6 years	Electronic	Director of Training	On Sharepoint
Recruitment Spreadsheet	6 years	Electronic	Director of Recruitment	On Sharepoint

### **Financial Records**

<b>Item</b>	<b>Minimum Period of Retention</b>	<b>Format</b>	<b>Person Responsible</b>	<b>Where Retained</b>
All Statutory Items	6 years	Hard Copy Electronic	Director of Finance	With Director of Finance With Company Accountant
Records of Income and Payments	6 years	Hard Copy Electronic	Director of Finance	With Director of Finance