

7 APPENDIX B - HFWI KEEPING OF RECORDS GUIDELINES

Type	Item	WI Retention period	Archived Yes/No	Archive Location
Certificates	Employer Liability Insurance	1 year	No	-
Certificates	Insurance	Expiry date + 3 years	No	-
Certificates	Leases	Expiry date + 15 years	No	-
Certificates	WI Trademark Agreement	Permanently	No	-
Committee	Committee Annual Reports	< ~10 years	Yes	HARC
Committee	Declaration of Eligibility	During committee member's tenure	No	-
Correspondence	NFWI or HFWI re rulings /running of WI	5 - 10 years as appropriate	No	-
Correspondence	Treasured	< ~10 years	Yes	HARC
Financial	Annual Financial Statements	< ~10 years	Yes	HARC
Financial	HMRC Correspondence	7 years	No	-
Financial	Other financial paperwork	7 years	No	-
Financial	Registration Certificates including charity /gift aid	Permanently	No	-
HFWI	County Yearbook	+ 1 year	No	-
HFWI	HFWI Newsletters	+ 1 year	No	-
Membership records	WI Member Registration Form	As defined in WI's Privacy Notice	No	-
Minutes	Annual Meeting Minutes	< ~10 years	Yes	HARC
Minutes	Committee Meeting Minutes	< ~10 years	Yes	HARC
Minutes	Record Books (Monthly Meeting Minutes)	< ~10 years	Yes	HARC
Rulings	Bye Laws & Decisions	Permanently	Yes	HARC
Rulings	Signed Rules	Permanently	Yes	HARC
Textiles	Banner	Permanently	Yes	Hereford Museum
Textiles	Tablecloth	Permanently	Yes	Hereford Museum
Textiles	WI Sash	Permanently	Yes	Hereford Museum
WI Records	Attendance Records	Permanently	Yes	HARC
WI Records	WI Programmes	< ~10 years	Yes	HARC

Type	Item	WI Retention period	Archived Yes/No	Archive Location
WI Records	WI Scrapbook Including: Cards Certificates Photographs Newspaper cuttings Village History WI History	< ~10 years	Yes	HARC
WI Records	Receipt for records on Loan at HARC	Permanently	No Copy to HFWI Archivist	-