

## Purpose

The purpose of this Policy is to ensure that necessary records and documents of CMSUK are adequately protected and maintained and to ensure that records that are no longer needed by CMSUK or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees/volunteers of CMSUK in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

## Policy

This Policy represents the CMSUK policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

## Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of CMSUK and the retention and disposal of electronic documents. The Data Protection Officer is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Data Protection Officer is also authorised to: make modifications to the Record Retention Schedule from time to time to ensure that it remains compliant.

## Applicability

This Policy applies to all physical records generated in the course of CMSUK's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

## Deletion

No deletion of a record should take place without assurance that:

- the record is no longer required by any part of the business;
- no work is outstanding by any part of the business;
- no litigation or investigation is current or pending which affects the record;
- there are no current or pending FOIA or DPA access requests which affect the record.

### Paper Records

- Non-sensitive information – can be placed in a normal rubbish bin
- Confidential information – cross cut shredded and pulped or burnt

## Electronic Records

- Individual files, folders will be permanently deleted from the system
- Redundant electronic equipment containing information will be destroyed using Killdisc or similar

## APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

### SECTION TOPIC

- A. Accounting and Finance
- B. Employment / Board Records
- C. Corporate Records
- D. Membership Records
- E. Other

### A. ACCOUNTING AND FINANCE

| Record Type  | Retention Period                  |
|--|-----------------------------------|
| Accounts Payable ledgers and schedules   | 7 years                           |
| Accounts Receivable ledgers and schedules  | 7 years                           |
| Annual Audit Reports and Financial Statements  | Permanent                         |
| Annual Audit Records, including work papers and other documents that relate to the audit | 7 years after completion of audit |
| Annual Plans and Budgets   | 2 years                           |
| Bank Statements and Cancelled Checks   | 7 years                           |
| Employee Expense Reports   | 7 years                           |
| General Ledgers  | Permanent                         |

## B. Employment Records

### Record Type

Employee contact details, contracts, appraisals and reviews.

Employees financial

Board records

Recruitment records

### Retention Period

6 years after expiration or termination

6 years after expiration or termination

Retained as long as they are needed to meet the operational needs of the organisation but minimised where necessary.

Retained as long as they are needed to meet the operational needs of the organisation but unsuccessful applicant information deleted within 6 months.

## C. CORPORATE RECORDS

### Record Type

Corporate Records (minutes of the Board and all committees, corporate seals, articles of incorporation, annual corporate reports)

### Retention Period

Permanent

## D. Membership Records

### Record Type

Membership Profiles

Membership reporting

### Retention Period

3 months from lapsed or incomplete application

Retained as long as they are needed to meet the operational needs of the organisation but minimised where necessary.

## E. Other Records

### Record Type

CMSUK Event Listing & Delegate Information

Online Contact List

Complaints

### Retention Period

Retained as long as they are needed to meet the operational needs of the organisation but minimised where necessary.

Retained only as long as the subscriber wishes (unsubscribe feature)

Retained for 1 year from the resolution of the complaint.

## Retention & Deletion Policy

General enquiries

Retained only as long as required to answer the enquiry.