

DOCUMENT RETENTION POLICY AND KEY DOCUMENTS – WEBSITE VERSION

Document	Description and Purpose	Period to be retained
Audited Final accounts	Annual accounts, including account summary signed by Auditor, Charity Commission paperwork. Supporting receipts and payments.	Receipts and payments paperwork to be retained for 6 years plus current. Signed copy of accounts retained indefinitely.
Group Final accounts	Record of group activity passed to the Treasurer each year with supporting paperwork for consolidation into the u3a annual accounts.	Receipts and supporting paperwork held for 6 years plus current
Gift Aid Declaration Forms	Paper forms completed by members signing up to gift aid, used to support the HMRC Gift Aid claim	Declaration form to be kept for 7 years following the last claim for each individual
Gift Aid return	Excel spreadsheet, in HMRC format, listing all members signed up for gift aid and amount paid by each. Spreadsheet is submitted to HMRC as part of the claim process. Paper summary of total claim printed from HMRC site when claim submitted.	Indefinitely
Membership renewal and application forms	Form completed by each new member and renewing member each year. Used to update Beacon to confirm membership each year.	One year until renewal.

Document	Description and Purpose	Period to be retained
Monthly meeting sheets	A list of all members for use at the monthly meeting for members to sign in and out. In the event of a fire evacuation these would be used to ensure all members are out of the building. Sheets used to produce statistics on numbers attending each month.	Destroyed once the statistics have been compiled.
Visitor contact form	Used to obtain contact details of visitors for follow up after the meeting. Completed voluntarily by the visitor. The form is used to compile a spreadsheet list of visitors which is sent to the committee member responsible for Publicity and Retention.	Destroyed once the spreadsheet has been compiled, which will normally be on a monthly basis.
Committee minutes AGM minutes	Minutes provide a record of what has been discussed and agreed at Committee meetings. Agreed minutes are signed by the Chair.	Signed copy to be retained indefinitely.
Grievance/disciplinary/complaints paperwork	This could either be email or paper. Complaint and all correspondence provides information on how the issue was handled and resolved.	Indefinitely
Policies	Define the way the u3a operates	Indefinitely Reviewed periodically, version control for each
Constitution	Defines how the u3a operates	Indefinitely The latest version was agreed in June 2022
Group Leaders Handbook	Outlines how groups operate	Indefinitely Version control in place.

South Woodham Ferrers u3a	
Document Retention Policy	Date April 2024
Reviewed 21/11/25. Minor change.	Review Date 01/05/25
	Review Date 21/11/28