

The Camping and Caravanning Club

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Subject: Retention of Records
To: Region, Section, DA and Section Area Secretaries
From: Business Systems and Administration Director
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Recently the Administration Committee have been requested to give advice on the length of time Unit Secretaries need to retain records, as a result of that request the following advice is given:

1. Legally, accounting records should be retained for six years.
2. Minutes of AGMs and Committees should not be destroyed as they are part of the Unit's history.
3. General correspondence should be held for two years.
4. Selective specific papers should be held beyond the date if still current or of specific interest to the Unit.
5. It is recommended, where possible, to store minutes and correspondence electronically.

October 2016

Copied to:

To National Councillors

To Region Secretaries

To Section Secretaries

To District Association Secretaries

To Section Area Secretaries

