



## RECORDS MANAGEMENT POLICY

### Purpose

To ensure that records that are deemed important to the governance and/or history of Letchworth Arts and Leisure Group (LALG) are managed and stored efficiently, made accessible as required and disposed of when appropriate.

### Scope

LALG is a membership organisation run by volunteers with no paid staff. The scope of this policy reflects any requirements set out in LALG's Constitution and any legal or regulatory requirements that are generally in force, for example those relating to data protection.

This policy applies to the activities directly under the control of the LALG Committee which is responsible for the central administration of LALG. For the avoidance of doubt, the policy:

- Applies to teams set up by, and authorised representatives appointed by, the Committee in so far as their records are relevant to LALG's central administration.
- Does not apply to LALG's activity groups.

The policy covers records which are defined as a piece of formally recorded information, such as a document (paper or digital) or information held in an application or database.

### Statement of policy

1. Where a record is freestanding such as a document, this policy applies to the document. Where the record is data within a system, the policy might apply to only some parts or the whole system.
2. Records should comply with all legal and data protection requirements, including those for disposal.
3. Where appropriate a record should indicate its approval process and date of review. If a record is confidential or a draft it should also be flagged as such.
4. Where a record is a document (paper or digital) its name should identify its content and date issued/time period covered.
5. The records that are deemed important for LALG's governance and/or history are set out in a records schedule approved by the Committee. The schedule includes details of ownership, retention periods and whether the records are held in paper form and/or digitally.
6. The Committee has also approved a records management process, including back up procedures and where records are held/archived.
7. Current and recent records (2021-2022 onwards) are held in operational storage. Historical records for 2020-2021 and earlier are held in Letchworth Garden City Heritage Foundation's archive storage.
8. The LALG Secretary should maintain an index of the most important current and archived records.

9. Where possible all records, including those archived, should be kept in digital format. Paper records should only be retained if they form part of LALG's permanent governance records.
10. Those responsible for LALG's governance and historical records, principally but not exclusively LALG's Secretary, Treasurer and Membership Secretary, will make their best efforts to comply with this policy.

Review date: May 2027

**This policy was reviewed by the Committee,  
amended and approved at its meeting on 21 May 2024**