



TRENT VALLEY SAILING CLUB

Trent Valley Sailing Club Data Retention Policy

Function Description	Example of Records	Retention Periods	Notes
Food Safety Monitoring. Food Preparation Hygiene	Fridge Monitoring Inspection Records	7 years from last action	Common business practice based on RGLA (9.20)
Fire Safety Records	Activities related to fire safety and inspections	7 years from last action	Common business practice based on RGLA (9.20)
Membership records	Membership applications and renewals	1 year from resignation as a member, or until such time as the former member has removed any property that remains at the club	RYA guidelines
Committee Minutes	Minutes of monthly committee meetings	Life time of TVSC	Permanent retention of club records in the historical interest and functional running of the club
AGM Papers and Minutes	Minutes of AGM	Lifetime of TVSC	Permanent retention of club records in the historical interest and functional running of the club
Employee records		7 years from date of resignation	Common Business practice