

## KEEPING OF WI RECORDS



**Please find a Guide of items that are to be kept and for how long**

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| Signed Rules   | Permanently  |
| Minute Book  | Permanently  |
| Record Book  | Permanently  |
| Annual Reports   | Permanently  |
| Financial Statements and Account Book  | 7 years  |
| Registration Certificates (Charity Registration etc. where applicable)   | Permanently  |
| Insurance Policies (if applicable)   | Permanently or until expired   |
| Lease (if applicable)  | Permanently or until expired   |
| Scrapbook  | Permanently  |
| Correspondence with Federation and NFWI about Rulings or other fundamental matters affecting the running of the WI | 5-10 years as applicable   |
| Arrangements for WI Programme, Special Events etc.   | 1 year after completion  |
| Federation monthly newsletters   | Current year and one year back   |
| All trivial correspondence   | Our recommendation is to destroy on a 6 monthly basis, however, please agree a system that will suit your circumstances. |