

KEEPING OF WI RECORDS



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

Signed Rules	Permanently
Minute Book	7 years
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.