

Talking News Federation

Archive Policy

There are two reasons for keeping records and documents for the Talking News Federation:

- 1) To fulfil legal responsibilities e.g., keeping accounting records for at least six years from the end of the financial year in which they were made (Charities Act 2011)
- 2) To act as the memory of the Talking Newspaper by providing documents and records which show the history of the organisation.

The records management system has the following characteristics:

- Reliability – It must contain all the documents or records that need to be kept and must be organised in such a manner as to make retrieval easy. This means everyone in the Talking News Federation (TNF) must know who holds the documents and records and how to obtain the information held if they require it.
- Integrity – It must be managed in such a way to prevent unauthorised removal, damage or destruction to any records or documents contained in the system. This could be by locking them in a filing cabinet or keeping them in the studio.
- Comprehensive – it must include all the documents and records of the TNF. For example, the TNF constitution, financial records, committee meeting minutes, recordings, details of listeners and volunteers (in line with GDPR requirements), newspaper articles and other documents published by/about the TNF etc.
- Systematic – it must ensure all records and documents are organised according to a system. This can be done by placing all records and documents of a particular type eg committee meeting minutes in a labelled file and kept in date order. Everyone needs to know the system and how they add and remove items from it. The records and documents owned by TNF are an asset and therefore need to be managed to ensure that their whereabouts are known and they are always available whenever required.

The Charities Act 2011 specifies that charities must keep their accounting records for at least six years from the end of the financial year in which they are made. Since finance and financial decisions are taken at committee meetings, these minutes should also be kept for at least six years from the end of the financial year in which the meeting took place.

Some records and documents will be so important that they will need to be kept permanently for example the TNF Constitution. In this case, these should be kept as securely as possible but in a way that makes them readily available to be used whenever required by any member of the TNF.

The different types of records and documents to be kept by TNF must be determined by TNF and known to all those who are responsible for creating them.

Minimum retention periods must be decided on for each type of record or document owned by TNF and these should be specified and known by everyone who deals with them. For example, it may be decided that committee meeting minutes are kept for 6 years after the financial year in which the meeting occurred and that TNF policies are kept for 3 years after they were superseded. The retention period for each type of document and record must be decided by TNF as appropriate.

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Definitions

Copy – An exact replica of the original record/document which contains no other information to that present on the original. Copies of documents do not need to be kept where the original is available. Copies of certain items will be kept where the original is not available e.g., where the original was a letter sent to a listener.

Document – Any printed item relating to TNF eg newspaper article, TNF policy, letter sent by a listener.

Original – A record which contains the handwritten data and/or signatures of those completing it e.g., signed Committee meeting minutes.

Record – A document created by the TN which contains information unique to TNF e.g., TNF Health and Safety Procedure.

Records Management – The process of organising all records and documents within the TNF until the point of destruction. All records and documents must be managed in such a way that their location is known and recorded to ensure that they are always available when required.

Vital Record/Vital Document – A document or record that is essential to ensure that the TNF can continue following a major incident.