



Personal Information Retention and Disposal Schedule

Class	Series	Retention Period	Relevant Legislation	Final Action
Membership	Membership Application Form & Database	7 Years	N/A	Dispose
Membership	Club Declaration Return to UBTI	7 Years	N/A	Dispose
Finance	Accounts System-Quickbooks	7 Years	N/A	Dispose
Finance	Payroll	7 Years	N/A	Dispose
Finance	Income from Membership Fees	7 Years	N/A	Dispose
Finance	Income from Coaching Programmes	7 Years	N/A	Dispose
Finance	Income from Grants	7 Years	N/A	Dispose
Finance	Payments to Coaches	7 Years	N/A	Dispose
Finance	Payments to Suppliers	7 Years	N/A	Dispose

Committee	Committee Meeting Minutes & AGM	Retain Forever- Club History	N/A	Dispose
Child Safeguarding	Club Child Safeguarding Monitor	3 Years	N/A	Dispose
Child Safeguarding	Case Management <i>(if required)</i>	7 Years	N/A	Dispose
Disciplinary	Case Management <i>(if required)</i>	6 Years from the end of the complaint	N/A	Dispose
Human Resources	Staff & Coaching Contractor Contracts	7 Years after the employee leaves	N/A	Dispose
Human Resources	Coach Qualification & Insurance Database	Until the qualification expires or the coach leaves the club	N/A	Dispose
Coaching- Squads	Coaching Registration Forms	7 Years after the child leaves the squads	N/A	Dispose
Coaching- Squads	Player attendance sheets	1 Year	N/A	Dispose
Teams	Team Selection- Leagues, Squads, Teams	1 Year	N/A	Dispose
Tournaments	Tournament Software Files	2 Years	N/A	Dispose
Communications	Website	7 Years after end of contract	N/A	Dispose
Communications	Facebook/ Twitter/Photographs	Retain Forever- Club History	N/A	Dispose