



# Woodlarks Campsite CIO

## Woodlarks Camp Site Trust

### Document Retention Policy

#### Version Control Log

Version	Date	Summary of Changes / Notes	Author
1.0	March 2023	Previous version Implemented	
1.2	28/11/2025	Content imported into new template	MJ

#### Document Approval

Version	Date	Person Responsible	Approved by	Signature
1.2	April 2026		All trustees	Email

#### Distribution History

Version	Date	Circulated to
1.2	28/04/2026	Added to Woodlarks Document Library and Website

#### Review Interval

Version	Date of Next Review	Interval
1.2	28/04/2029	3 years

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# 1 Introduction

## 1.1 Purpose

- 1.1.1 Woodlarks retains a substantial amount of data. Historically this was kept on paper. Where practical we are moving from paper documents to online storage. There is no fixed timescale for this transition and we will not retrospectively scan paper documents.
- 1.1.2 Previous versions of this document included the management of financial documents, these are now covered in the current Financial Management Policy.
- 1.1.3 We need to keep some items, such as insurance certificates, for legal reasons, but we don't want to keep anything that might compromise our security or violate the requirements of GDPR.

## 1.2 Definitions

- 1.2.1 For definitions used in this policy, please refer to the separate document in our [website](#).

## 1.3 Personnel

- 1.3.1 For allocated personnel for this policy, please refer to separate document on our [website](#).

## 1.4 Scope

- 1.4.1 This policy applies to both:
  - [Woodlarks Campsite CIO - 1214811](#)
  - [Woodlarks Camp Site Trust - 306148](#)

## 1.5 Information Sources

- 1.5.1 The policy is based on discussions amongst the Trustees and the Secretary.
- 1.5.2 It is intended to cover all documents stored by Woodlarks indicating where they are stored and for how long they will be retained.

## 2 Document Types

Specific Documents	Medium (as of 2023)	Retention Period	Notes
Accident Books	Digital and Paper	3 years after last investigation or last entry	1
Lists of Camp	Digital and Paper	Indefinitely	2
Engineering Records	Digital and Digital	3 years	3
Policies (Current)	Digital	Whilst current	4
Employers Liability	Digital and Paper	Forty Years	6
Insurance Certificate	Digital and paper Digital	Three years after lapse	
Insurance Policies	Digital and Paper	Three years after lapse	
Refuse Disposal Records	Digital	2 years	1
Fire Drills and alarm test records	Digital and Paper	2 years	1
Camp Leaders' Acceptance letters	Digital	Indefinitely	5
Refrigerator Temperature Records	KMH/Undercroft	One year	1
Building Plans	Undercroft	Indefinitely	
Insurance Inspection Records	Digital and Paper	6 years	7
Building Documents	Paper/DVD	Indefinitely	8
Trustee Minutes and Rules	Kept by Trustees chairman	Indefinitely	
Management Committee Meeting Minutes	Digital	Indefinitely	

Specific Documents	Medium (as of 2023)	Retention Period	Notes
Plant and Machinery records	Paper	Until one year after removal	
Financial Documents and Invoices etc.	Digital	Indefinitely since 2017	
Fire Safety Improvement Register	Digital	5 years	
Health and Safety Improvement Register	Digital	5 years	
Risk Assessments	Digital	5 years	

### Notes

1. Current physical documents are stored in KMH until moved to longer term storage in the Undercroft.
2. We have had police enquiries going back more than 10 years
3. Online locations available to Woodlarks personnel only. Includes water temperature logs, emergency lighting tests and PAT test results.
4. Freely available in PDF form on [our website](#). Signed copies of the document are kept by Secretary.
5. These letters indicate responsible individual hiring Woodlarks e.g. a Camp Leader acceptance of responsibility and agreement to conform to our policies. Will be scanned by the Secretary and stored digitally.
6. Employers Liability (Compulsory Insurance) Regulations 1998. Current version displayed in Dining Room.
7. These include certification of the aerial runway equipment and the lifting equipment (hoists etc.) covered by the Loler Regulations. Also included are boiler and electrical safety certificates.
8. These documents refer to the construction of Bradbury Croft and the new pool changing rooms.

## **3 Special Documents**

3.1.1 Several documents are retained by our lawyers and or Government departments where stated for safe keeping. These include:

- Copy of Woodlarks Camp Site Trust deeds 1931 The Scheme, dated 4 March 2003
- Signed employment contracts
- Signed Service occupancy agreement 2016
- Signed letter supplementary to the contracts and service occupancy agreement 2016
- Statement of particulars of employment (Sarah & Nick)
- Notice of deletion of 2005 rating list entry for the camp site & accompanying letter, both dated 2010.
- Tree preservation order revocation June 2003
- Deeds for property and land with Land registry.

## **4 Document Destruction**

4.1.1 All outdated paper records are to be destroyed by shredding or incineration.

4.1.2 Online records will be deleted. Deletion will be assumed sufficient, digital shredding etc. will not be required.

4.1.3 The periods shown are minimum retention periods.

## **5 Policy Monitoring**

### **5.1 Regular Review**

5.1.1 This policy to be reviewed every three years.

5.1.2 Lessons learned will be incorporated into future revisions.