

CANBERRA CROQUET CLUB RECORDS RETENTION

Class		Action
<i>Club management</i>		
Meetings	Club Committee minutes agenda.	Archive when no longer needed for current use
	Housekeeping records including minutes, etc	Destroy 5 years after last entries
	Annual General Meeting minutes, agenda	Archive when no longer needed for current use
Membership of other bodies	Arrangements for membership	Destroy when membership lapses
	Routine newsletters, circulars, etc	Destroy when no longer referred to
Special relationships with other bodies		Destroy 2 years after relationship ceases
Insurance	Policies	Destroy 7 years after policy lapses
	Claims	Destroy 7 years after claim settled
Design and supply arrangements	Badges, hat bands, trophies, medals, etc	Destroy when superseded or obsolete
Procurement (through purchase, donation, etc)	Badges, hat bands, trophies, medals, publications, sporting equipment, domestic appliances, etc	Destroy after goods received and accepted or after warranties expire, whichever is later
Newsletter	Master	Archive
Asset registers and inventories		Destroy when superseded
Grants, applications	Unsuccessful	1 Year
	Successful	7 years after work or project completed
Greetings, congratulations, condolences, acknowledgements, etc		Destroy when no longer referred to
Arrangements for Club Patron		Destroy after person ceases to be patron
<i>Publicity and promotions</i>		
Planning	Activities, programs, etc	Destroy when action completed, superseded, or obsolete
Newspaper cuttings		Transfer to Archives when no longer needed for current use
Photographs	Important events, occasions, etc of potential historical interest	Transfer to Archives when no longer needed for current use

<i>Facilities and grounds</i>		
Maintenance		Destroy 1 year
Lease and ownership arrangements		Destroy 7 years after lapsing
Hiring, booking	Policy or precedents	Destroy when superseded or obsolete
	Events	Destroy 1 year
Arrangements for the use of other lawns		Destroy when no longer referred to
Design and construction of works		2 years

<i>Financial management</i>		
Accounting records (Associations Incorporation Act S. 71)		Destroy 7 years after last transaction

<i>Membership</i>		
Address lists, personal details		Destroy when superseded'
Nominations		Destroy after action completed
Enquiries		Destroy after action taken

<i>Playing and competition</i>		
Meetings		Destroy after 2 years
Organisation of competitions, carnivals, etc		Destroy after 1 year
Arrangements for coaching, courses, etc		Destroy when completed
Invitations to play	Received or given	Destroy after 1 year
Coaching and training	Lesson material	Destroy when superseded
Rules of play, interpretation, etc		Destroy when superseded
Draw book		Destroy when no longer referred to

<i>Social activities</i>		
Organisation of events		Destroy after event administration completed