

SOCIETY OF AGRICULTURE (SOCAG) – RETENTION SCHEDULE

Approved by: The Society of Agriculture Board of Trustees

Next Review Date: 1st January 2028

This schedule forms part of the Society of Agriculture’s Data Protection and Records Management Framework. It outlines the minimum retention periods for all categories of records held by the Society to ensure compliance with UK GDPR, the Data Protection Act 2018, Charity Commission guidance, and other legal or regulatory requirements.

1.1 Retention Schedule Table

Category	Record Type / Example	Responsible Officer	Retention Period	Reason / Authority	Storage / Disposal Method
GOVERNANCE	Constitution, Rules, Bylaws, Incorporation Documents	Executive Director	Permanent	Charity Commission / Historical Record	Secure archive / cloud
	Board Minutes, AGM Papers, Trustee Registers	Executive Director	Permanent	Governance reference	Digital and paper archive
	Declarations of Interest, Conflicts Register	Governance Officer	6 years after term ends	Transparency & accountability	Secure electronic record
TRUSTEES & DIRECTORS	Appointment forms, resignation letters	Executive Director	6 years after office ceases	Companies Act 2006	Secure HR archive
	Training records, Induction materials	Governance Officer	6 years after office ceases	Good governance practice	Digital archive
MEMBERSHIP & PROFESSIONAL RECORDS	Applications, renewals, CPD logs, upgrade forms	Membership Administrator	6 years after membership ends	Legitimate interest / dispute defence	Secure CRM system
	Disciplinary or conduct cases	Professional Standards Panel	6 years after case closed	Legal / reputational protection	Secure restricted file

RECOGNISED ORGANISATIONS	Agreements, correspondence, assessment reports	Executive Director	10 years after relationship ends	Contractual / audit requirement	Secure server
FINANCIAL MANAGEMENT	Annual accounts, ledgers, invoices, receipts	Finance Officer	7 years	HMRC / Companies Act	Secure finance drive
	Payroll, pension, PAYE, expenses	Finance Officer	7 years after employment ends	HMRC / employment law	Secure electronic HR folder
	Gift Aid declarations	Finance Officer	6 years after last donation	HMRC regulations	Secure finance system
	Bank statements, reconciliations	Finance Officer	7 years	HMRC / audit trail	Secure finance drive
GRANTS & FUNDING	Applications, monitoring reports, correspondence	Executive Director	7 years after closure	Funding body requirement	Secure project folder
HUMAN RESOURCES & VOLUNTEERS	Contracts, appraisals, references, right-to-work checks	Executive Director	6 years after employment/volunteering ends	Employment law	Secure HR archive
	Recruitment documents (unsuccessful candidates)	Executive Director	1 year after recruitment closes	ICO guidance	Secure deletion
TRAINING & EVENTS	Delegate lists, speaker details, evaluation forms	Events Manager	3 years	Operational / insurance reference	Secure deletion after review
	Photographs and media content	Communications Manager	Until consent withdrawn or 2 years after event	UK GDPR consent	Secure deletion on expiry
COMMUNICATIONS & MARKETING	Mailing lists, newsletters, campaigns	Communications Manager	Until consent withdrawn or 2 years after last interaction	GDPR (consent basis)	Secure CRM removal
	Social media content, website posts	Communications Manager	2 years	Operational need	Platform deletion

DATA PROTECTION & COMPLIANCE	Subject access requests, breach logs	Data Protection Lead	6 years	ICO accountability principle	Secure DPO folder
	Consent records	Data Protection Lead	While valid or 2 years after expiry	UK GDPR Article 7	Secure deletion on expiry
COMPLAINTS & DISCIPLINARY CASES	Correspondence, reports, decisions, appeals	Executive Director	6 years after closure	Charity Commission / dispute defence	Secure restricted folder
HEALTH & SAFETY	Risk assessments, incident logs	Executive Director	3 years (adults); 40 years (hazardous materials)	HSE regulations	Secure H&S folder
INSURANCE	Policies, renewals, claims	Finance Officer	7 years after expiry	Insurance Act 2015	Secure finance folder
PROPERTY & ASSETS	Leases, maintenance logs, inventories	Executive Director	12 years after disposal	Limitation Act 1980	Secure electronic archive
RESEARCH & PROJECT FILES	Reports, datasets, correspondence	Executive Director	10 years or as required by funder	Research integrity	Secure digital archive
ARCHIVAL MATERIALS	Annual Reports, publications, media coverage	Communications Manager	Permanent	Historical reference	Society archive

1.2 Review and Disposal

Records reaching the end of their retention period will be reviewed annually by the relevant officer. Disposal must be approved by the Executive Director or Data Protection Lead. Paper records: confidential shredding or secure contractor destruction. Electronic records: permanent deletion from servers, drives, and backups. A Destruction Log will be maintained noting: record category, date destroyed, and authorising officer.

1.3 Next Review

This Retention Schedule will be reviewed biennially (every two years) or earlier if required by legal or regulatory change.