

ARCHIVING POLICY

Background

This policy relates to the archiving of 2 types of information generated by the BTS, namely official minutes generated from meetings (BTS Executive, Strategy, Officers, AGM and Sub-Committee meetings) and outdated information appearing on the BTS Website. Archiving of the latter material is necessary as, although out-of-date, there may still be some legacy value of interest to the BTS membership.

Meeting Minutes

BTS Executive, Strategy, Officers and AGM meeting minutes

Once the minutes from an Executive, Strategy, Officers or AGM meeting have been signed off as final (the document will also include the meeting agenda), a copy will be retained and submitted to EBS by the General Secretary, namely **an electronic (pdf) copy** (containing final signature) which will be retained in the “Exec Committee Area” of the BTS website. The latter area will be identified as “Executive meeting minutes” and have subfolders entitled with the year in which those minutes have been generated. An electronic copy of associated papers (usually meeting agenda, associated papers or draft minutes) will also be retained in the “Executive Committee Meeting Minutes” area for a period of 3 years after the minutes for the meeting have been finalised. . As per the Companies act of 2006 paragraph 248:

- Every company must cause minutes of all proceedings at meetings of its directors to be recorded.
- The records must be kept for at least ten years from the date of the meeting.
- If a company fails to comply with this section, an offence is committed by every officer of the company who is in default.
- A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale and, for continued contravention, a daily default fine not exceeding one-tenth of level 3 on the standard scale.

Sub-Committee meeting minutes

Once the minutes from a Sub-Committee meeting have been authorised as final by the Chair of the Sub-Committee (signature is not needed), one copy will be retained and submitted to EBS by the Chair or Sub-Committee Secretary as **an electronic (pdf) copy** which will be stored in the “Sub-Committee Area” of the BTS website. The latter area will be identified as “Sub-Committee meeting minutes” and have subfolders entitled with the year in which those minutes have been generated. As per the Companies act of 2006 paragraph 248:

- Every company must cause minutes of all proceedings at meetings of its directors to be recorded.
- The records must be kept for at least ten years from the date of the meeting.
- If a company fails to comply with this section, an offence is committed by every officer of the company who is in default.

A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 3 on the standard scale and, for continued contravention, a daily default fine not exceeding one-tenth of level 3 on the standard scale

Website Material

News Items / Newsfeed

After a period of 6 months from first posting on the BTS Website, such news information will be moved to an area identified as “News Archive” and have subfolders entitled with the year in which the information was generated.

President’s Message

After a period of 6 months from first posting on the BTS Website, such news information will be moved to an area identified as “News Archive” and have subfolders entitled with the year in which the information was generated.

Job Advertisements

These will be completely deleted from the BTS Website, either after the job application date has expired or 2 months from first posting if the former information is not available.

Reviewed: February 2022

Date of next review: February 2024

Contact for document: secretariat@thebts.org