

BRITISH TOXICOLOGY SOCIETY (BTS)

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namely official minutes generated from meetings (BTS Executive, Strategy, Officers, AGM and Sub-Committee meetings) and outdated information appearing on the BTS Website. Archiving of the latter material is necessary as, although out-of-date, there may still be some legacy value of interest to the BTS membership.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, if appropriate) which will be retained on the BTS website. Minutes of the AGM, Executive Committee and Strategy meeting are retained in the Members area of the website, informal notes of the Officers' meetings are retained in the Executive Committee area. The relevant areas 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 meeting minutes" area for a period of 3 years after the minutes for the meeting have been finalised. No time limit on retention of final minutes has been set.

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 copy** which will be stored in the "Sub-Committee Area" of the BTS website. Each Sub-Committee area has subfolders entitled with the year in which those minutes have been generated. No paper or electronic copy of Sub-Committee meeting agenda, associated papers or draft minutes is required to be retained by the BTS. No time limit on retention of final minutes has been set.

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.

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.