

The Assembly Rooms Trust Dedham

Document Control and Retention Policy

The Trust requires that records are properly maintained for a period of six (6) years in line with standard financial requirements. Documents will be stored electronically by the Clerk and password protected. Maintenance requires:

- Ensuring records are up to date
- Ensuring information in the records is up to date
- Ensuring records are kept in good condition
- Ensuring records are clearly identifiable
- Ensuring records are properly protected
- Ensuring records are properly disposed of when no longer required

Formally adopted by Trustees on 7th December 2020

Review due July 2023