

## Oxfordshire History Centre: Guidelines for businesses on retention and disposal of records

This guidance is for businesses wishing to transfer their archives to Oxfordshire History Centre (OHC) for long-term preservation of and general access to the documents. It assumes that the records under consideration are no longer required by the business for legal or administrative purposes.

Due to storage space and staff time, documents in the schedule marked 'destroy' should be disposed of by the business. Material earmarked for deposit at the History Centre should be box-listed prior to being brought in, so that staff are aware of the potential quantity and types. Ownership of the records can be retained by the business or can be transferred to OHC. Any items which, after appraisal by OHC staff, are deemed unsuitable for permanent preservation will be offered back to the business or destroyed securely, depending on what was agreed at time of deposit.

Any commercially sensitive records should be brought specifically to the attention of OHC staff. For records not covered by the schedule below, or for any material held in digital form, please ask History Centre staff for specific advice.

| Type of record   | Action                                     | Notes                 |
|--|--|-----------------------|
| <b>Company records</b>                                       |  |                       |
| Foundation documents - charters or Memorandum of Association | Transfer to OHC for permanent preservation |                       |
| Certificates of Incorporation                                | Transfer to OHC for permanent preservation |                       |
| Share registers and share ledgers                            | Transfer to OHC for appraisal              |                       |
| Dividend lists   | Destroy                                    |                       |
| Correspondence   | Transfer to OHC for appraisal              |                       |
| <b>Minutes and Meetings</b>                                  |  |                       |
| Board/ Directors minutes                                     | Transfer to OHC for permanent preservation |                       |
| Other major series of minutes e.g. other committees          | Transfer to OHC for permanent preservation |                       |
| <b>Accounting and tax</b>                                    |  | More than 7 years old |
| Annual accounts and/or annual reports                        | Transfer to OHC for permanent preservation |                       |
| Nominal and personal ledgers                                 | Transfer to OHC for permanent preservation |                       |
| Other ledgers, e.g. purchase/ bought, sales                  | Transfer to OHC for permanent preservation |                       |

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| Cash books                                    | Transfer to OHC for appraisal              |  |
| Petty cash books                              | Transfer to OHC for appraisal              |  |
| Cheques and cheque book stubs                 | Destroy                                    |  |
| Bank books, paying in books                   | Transfer to OHC for appraisal              |  |
| Bank statements                               | Destroy                                    |  |
| Journals                                      | Transfer to OHC for permanent preservation |  |
| Insurance policies                            | Transfer to OHC for appraisal              |  |
| <b>Employee and Pension records</b>           |  |  |
| Staff lists/employee registers                | Transfer to OHC for permanent preservation |  |
| Wages' ledgers                                | Transfer to OHC for appraisal              |  |
| Apprenticeship indentures                     | Transfer to OHC for permanent preservation |  |
| Individual employee's records                 | Destroy                                    |  |
| Other major series of minutes e.g. committees | Transfer to OHC for appraisal              |  |
| Job/role descriptions                         | Transfer to OHC for appraisal              |  |
| Pension scheme trust deeds and rules          | Transfer to OHC for appraisal              |  |
| Pension scheme trustee meeting minute books   | Transfer to OHC for appraisal              |  |
| Pension fund annual accounts                  | Transfer to OHC for appraisal              |  |
| Pension fund investment records               | Destroy                                    |  |
| <b>Health &amp; Safety records</b>            |  |  |
| Accident books                                | Transfer to OHC for appraisal              |  |
| <b>Property records</b>                       |  |  |
| Title deeds & leases                          | Transfer to OHC for permanent preservation |  |
| Property/ title deed registers                | Transfer to OHC for permanent preservation |  |
| Business development records - major building | Transfer to OHC for appraisal              |  |

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| projects/ relocation or reorganisation of premises                   |  |  |
| Building plans   | Transfer to OHC for appraisal              |  |
| <b>Publicity/Promotional records</b>                                 |  |  |
| Advertising records  | Transfer to OHC for appraisal              | N.B. OHC is unable to accept artefacts which may have formed part of promotional campaigns |
| Articles/ press-cuttings   | Transfer to OHC for appraisal              |  |
| Conference proceedings   | Destroy                                    |  |
| Circulars or industry-specific publications                          | Destroy                                    |  |
| Company brochures and in-house publications                          | Transfer to OHC for appraisal              |  |
| Photographs, films and videos  | Transfer to OHC for appraisal              |  |
| Press releases   | Transfer to OHC for appraisal              |  |
| <b>Manufacturing/Production records</b>                              |  |  |
| Order books  | Transfer to OHC for permanent preservation |  |
| Letter books/ business correspondence series                         | Transfer to OHC for appraisal              |  |
| Machinery Registers/ plans & specifications                          | Transfer to OHC for permanent preservation |  |
| Price lists  | Transfer to OHC for appraisal              |  |
| Diaries - business or production                                     | Transfer to OHC for appraisal              |  |
| Trademarks   | Transfer to OHC for permanent preservation |  |
| Licenses and patents   | Transfer to OHC for permanent preservation |  |
| Product design and sales literature                                  | Transfer to OHC for appraisal              |  |
| <b>Staff Social Events/ Sports &amp; Recreational Clubs' records</b> |  |  |
| Staff reminiscences  | Transfer to OHC for permanent preservation |  |

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| Staff outings/ photographs   | Transfer to OHC for appraisal   |  |
| Minute books   | Transfer to OHC for permanent preservation  |  |
| Accounts   | Transfer to OHC for appraisal   |  |
| Photographs, films and videos  | Transfer to OHC for appraisal   |  |
| Posters, programmes and tickets                                      | Transfer to OHC for appraisal   |  |
| <b>Other</b>   |   |  |
| Strike/ industrial action  | Transfer to OHC for permanent preservation  |  |
| Trade union records  | Transfer to OHC for permanent preservation  |  |
| Employee welfare records, e.g. subsidised housing or medical schemes | Transfer to OHC for permanent preservation  |  |
| Official company histories   | Transfer to OHC for permanent preservation  |  |
| Records of other businesses acquired by the company                  | Use same criteria as above for individual business elements, but treat each business as a discrete unit |  |

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