

Records Management – Tips for treasurers

This guide is based on a workshop delivered by Lisa McQuillan, Archivist & Records Manager, at the Treasurers Conference, 2017. Lisa is happy to answer enquiries regarding issues raised below or any other records related questions –
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Information security – tips for meetings

1. **Update** – regularly update your systems, software and apps. You should enable automatic updates so your PC is doing this for you. This ensures gaps in security are fixed.
2. **Protect** – install anti-virus; malware protection and firewall software. There should be free versions of all of these or competitively priced ones. Look at online forums for advice on new products and product comparisons.
3. **Passwords** – consider using a password manager e.g. Lastpass. Plan password procedures (what happens when roleholders change? How do you ensure passwords continue over time?)
4. **Lock** – use passwords to protect devices: laptops, PCs, mobile devices including phones. Consider encryption for devices you use for sensitive information.
5. **Banking** – take advantage of security your bank offers e.g. software. Take notice of their security announcements and warnings – they will often update about common phishing schemes and tell you what to look out for from their official communication.
6. **Close pop-ups!** - Do not download anything unless you are sure it is from a legitimate source. E.g. if a pop-up tells you to upgrade to the latest version of Flash, go to the Adobe website to get the latest version, don't follow the link in the pop-up.
7. **No hotspots** - Avoid doing meeting business with sensitive data over public wifi e.g. in cafes or libraries.
8. **Back-up** data regularly (discuss within meeting where data is backed up and what you will do if PCs or laptops fail)
9. **Wipe it** - Dispose of old PC equipment through specialist companies who will wipe all hard drives. (There are recycling companies, PC World etc who offer this service)
10. **Identify** –identify where your risks are (what data? where it is kept? who has access?). Now plan your procedures to mitigate risks, and review these regularly.

Places for further advice:

www.getsafeonline.org (good on more specific issues including financial practices)

Government cyber essentials scheme

<https://www.cyberaware.gov.uk/cyberessentials/>

Aimed at businesses so high-level but some useful advice.

Retention records and retention schedules

We advise meetings to create simple retention schedules listing the business records they create and how they should be managed. This makes it easier for new roleholders and records custodians to understand their duties regarding recordkeeping.

Roleholders should have input into their relevant section. Treasurers can help to create a schedule for their records, both for the benefit of a records custodian, and to help anyone new taking on the role of Treasurer.

A retention schedule lists the types of records your meeting deals with, and how to manage them.

It will outline:

1. Your legal requirements for retaining or destroying records.
2. The requirements of the Society of Friends (or the area meeting) for retaining records.
3. The disposal activity (destruction, transfer to archive) for records.
4. The access requirements for your records.

*****See the template retention schedule attached to this guidance.*****

Lisa McQuillan, December 2017

Template retention schedule – treasurers information						
Record title	Description	Reason for retention	Recommended retention period	Access conditions in Record Office	Format to keep	Disposal
Finance committee minutes	All finalized, preferably signed minutes for Area and Local meetings.	<ul style="list-style-type: none"> •Charity Commission guidance •BYM business decision •Life of company (Companies Act, 1985) 	Permanent	50 year closure to public	Paper	Minutes should preferably be printed onto acid-free paper. Cyclical transfer to place of deposit (after approx. 10 years).
Day-to-day accounting records	Invoices, receipts, statements etc	Financial regulations	7 years (year of creation + 6 years)	n/a	Digital or paper	Shred or destroy securely
Annual Accounts	Annual accounts	<ul style="list-style-type: none"> •Charity Commission guidance •BYM business decision •Life of company (Companies Act, 1985) 	Permanent	50 year closure period	Paper	Transfer regularly to record office for deposit
Etc – complete to the specific requirements of your meeting						
Other records could include: Property records Payroll/pensions Insurance						