

# Castleknock Lawn Tennis Club Personal Information Retention and Disposal Schedule Template

Class	Series	Retention Period	Relevant Legislation	Final Action
Membership	Membership Application Form & Database	7 Years	N/A	Dispose
Membership	Club Declaration Return to TI	7 Years	N/A	Dispose
Finance	Accounts System	7 Years	N/A	Dispose
Finance	Payroll	7 Years	N/A	Dispose
Finance	Income from Membership Fees	7 Years	N/A	Dispose
Finance	Income from Coaching Programmes	7 Years	N/A	Dispose
Finance	Income from Grants	7 Years	N/A	Dispose
Finance	Payments to Coaches	7 Years	N/A	Dispose
Finance	Payments to Suppliers	7 Years	N/A	Dispose
Committee	Committee Meeting Minutes & AGM	Retain Forever- Club History	N/A	Dispose
Child Safeguarding	Club Child Safeguarding Monitor	3 Years	N/A	Dispose
Child Safeguarding	Case Management	7 Years	N/A	Dispose
Disciplinary	Case Management	6 Years from the end of the complaint	N/A	Dispose
Human Resources	Staff & Coaching Contractor Contracts	7 Years after the employee leaves	N/A	Dispose
Human Resources	Coach Qualification & Insurance Database	Until the qualification expires or the coach leaves the club	N/A	Dispose
Coaching-Squads	Coaching Registration Forms	7 Years & the child leaves the squads	N/A	Dispose
Coaching-Squads	Player attendance sheets	1 Year	N/A	Dispose
Teams	Team Selection- Leagues, Squads, Teams	1 Year	N/A	Dispose
Tournaments	Tournament Software Files	2 Years	N/A	Dispose
Communications	Website	7 Years after end of contract	N/A	Dispose
Communications	E-zine/Facebook/ Twitter/Photographs	Retain Forever- Club History	N/A	Dispose

Name of Club Chairperson (*Block Capitals*): \_\_\_\_\_

Signed Club Chairperson: \_\_\_\_\_

Date Reviewed and Confirmed: \_\_\_\_\_

