Keep it safe

Archiving plan

Type of material	Trigger point	Person responsible	Materials for archiving	Filing details
Board meeting papers	Writing up minutes	Secretary	Papers of previous meeting including agenda, approved minutes and any other papers	meetings>YYYY>BoardMeeting_YYYYMMDD
Newsletters	Circulation to subscribers	Editor	Final copy of newsletter	Publications>Newsletters>YYYY
Funding bids	Approval of funding	Project manager	Final copy of funding application, approval notification	Finance>Funding>YYYY>FundingBody
Event resources	End of the event	Event manager	Final copy of all marketing materials, plans, resources from the day	Events>YYYY>YYYYMMDD_EventTitle
Event follow-up	Final report/ analysis of event	Event manager	Final copy of event report, feedback summary, selected photographs and edited AV recordings with descriptions of content	Events>YYYY>YYYYMMDD_EventTitle