
















 <p>Retention Mix and Match - Data types</p> <p>Starter forms (without gift aid completed).</p>	 <p>Retention Mix and Match - Data types</p> <p>Local meeting minutes.</p>
 <p>Retention Mix and Match - Data types</p> <p>Notification of a safeguarding concern form.</p>	 <p>Retention Mix and Match - Data types</p> <p>Health forms for an event.</p>

 <p>Retention Mix and Match - Data types</p> <p>Starter forms (with gift aid completed).</p>	 <p>Retention Mix and Match - Data types</p> <p>Consent forms for an event.</p>
 <p>Retention Mix and Match - Data types</p> <p>Unit financial accounting pack (for example, Excel spreadsheet).</p>	 <p>Retention Mix and Match - Data types</p> <p>Registers.</p>

 <p>Retention Mix and Match - Data types</p> <p>Evidence of unit management (for example, records of complaints).</p>	 <p>Retention Mix and Match - Data types</p> <p>A unit risk assessment.</p>
 <p>Retention Mix and Match - Data types</p> <p>Trustee meeting minutes.</p>	

 <p>Retention Mix and Match - Retention times</p> <p>Retain until information is added to GO.</p>	 <p>Retention Mix and Match - Retention times</p> <p>Retain for the life of the charity.</p>
 <p>Retention Mix and Match - Retention times</p> <p>Retain for six financial years, plus the year of the last donation.</p>	 <p>Retention Mix and Match - Retention times</p> <p>Send to Girlguiding HQ; no need to keep once receipt confirmed. Destroy securely.</p>

 <p>Retention Mix and Match - Retention times</p> <p>Retain for the membership year the record was created.</p>	 <p>Retention Mix and Match - Retention times</p> <p>Retain for two weeks after the event.</p>
 <p>Retention Mix and Match - Retention times</p> <p>The accounting year when the transaction took place/record was created, plus six financial years.</p>	 <p>Retention Mix and Match - Retention times</p> <p>Retain for the duration of the event planned.</p>

 <p>Retention Mix and Match - Retention times</p> <p>Retain for six years of continuous records.</p>	 <p>Retention Mix and Match - Retention times</p> <p>Never retain.</p>
 <p>Retention Mix and Match - Retention times</p> <p>Retain for 30 years.</p>	

Printing and preparation notes:

Print single sided, 1 per small group, and cut up.