



### **Storage of District Records & Papers**

Since the formation of the RTTC in 1937, a number of District Officials have accumulated vast amounts of paperwork stretching back over many years. For some, storage of these papers presents a problem because of the storage space required.

Minute Books are useful for purposes of forming a historical record and should be retained and kept intact for such purposes. Central storage can be arranged if necessary.

Other papers pertaining to the everyday running of the District need not be retained any longer than six years after the correspondence closed, unless it is known to contain something of importance or is required for litigation purposes.

Event information, i.e. entry forms, start and result sheets, signing on sheets, police notifications, any acknowledgement from the police and the "on the day" risk assessment, should be retained for a period of 4 years from the date of the event. If there is an accident associated with the event which results in a claim being made during that 4 year period the papers should not be destroyed until that claim has been disposed of. In such circumstances it is advisable to seek the advice of one of the National Secretaries before the papers are destroyed.

If there is an accident associated with the event that involves a minor the papers will need to be retained for a period of 4 years from the date of the minor's 18<sup>th</sup> birthday. Alternatively if the accident does involve a minor the papers can be sent to one of the National Secretaries for safe-keeping.

#### **Minutes and other Records relating to Disciplinary Proceedings under CTT's Rules and Regulations**

District officials are reminded that minutes, including minutes of disciplinary proceedings, are confidential documents and should not be produced to any individual or body without the authority of the CTT board of directors.

District Secretaries may receive requests from solicitors, or insurers, of a party to an accident involving a competitor in an event, for copies of the minutes and other documents relating to any disciplinary proceedings taken by a District Committee against a competitor.

**All District Secretaries and other officials MUST therefore forward to the National Secretary (Legal & Corporate) any request they may receive for production of such documents. In no circumstances should they attempt to deal with the request without reference to the National Secretary (Legal & Corporate).**