



# Records for Permanent Preservation

## Key Records

The following records are of historical interest both to the business and the wider research and archive community.

- Constitutions/Rules/Memorandum & Articles of Association
- Statutory registers e.g. register of directors
- Board and committee minutes
- AGM minutes and papers
- Annual reports and accounts
- Summary membership records
- Publications produced by the business
- Photographs and publicity materials
- Scrap books and albums

## Other Record Types

The following records should also be selected for permanent retention. Records that:

- summarise the businesses key aims and objectives
- record key events in the business's history or local area
- document the company's ownership of assets
- illustrate the businesses relationship with key bodies such as the local Council or industry bodies

## Breakdown of Key Record Types

### Corporate/ Governance

Memorandum and Articles of Association	Business continuity plans	Major contracts and agreements
Minutes	Company prospectus	Business plan
Annual Reports	Register of directors	Business correspondence
Directors' Reports	Register of shareholders	Company structure
Board papers	Trademarks and patent files	
	Major project files	

### Financial

Journal ledgers	Annual accounts	Balance sheets
Day books	External audit reports	Profit/ loss sheets
Nominal and Private ledgers	Finance minutes	Pre 1920s invoices (if detailed)

### Production

Stock books	Product files	Job files (particularly significant projects)
Technical records	Laboratory books	Photographs/negatives
Product manuals	Pattern books/ sample books	

## Communications

Press cuttings and articles	Speeches	Circulars to shareholders
Key media events	Promotional brochures	Corporate correspondence
Corporate communications		

## Human resources

Manuals and employee handbooks	Organisational charts	Training manuals and literature
Accident register	Performance management	

## Staff records

Wages books	Staff magazines and other publications	Event photos (eg social, awards, sport)
Staff photos	Committee minutes	Memorials/plaques
Staff clubs and societies		

## Property records

Property deeds	Photographs of premises	Architectural plans and drawings of site/ buildings
Asset registers		

## Sales and marketing

Advertising material	Brochures	Order books
Product packaging, samples, pattern books	Market research	Price lists
Point of Sale	Major customer files	Product and service catalogues
Marketing campaign literature	Marketing plans (target customers etc)	Launch events
		Sales figures

## Technical records

Plans/drawings/photographs of products/processes	General arrangement/as built plans/final drawings	Sketches (for 'significant' projects)

## Objects

Memorabilia	Trophies/awards/certificates	Advertising examples
Point of sale objects	Signs	Artwork

## NOT to be archived\*

Post 1920s invoices, cheque stubs, bank books, receipts	Publications by trade associations found in libraries	Plans and maps held elsewhere
Cash books (only retain if top level ledgers are missing)	Other companies' manuals/advertising	Quotations
Postal books	Shareholding vouchers	Tender documents
petty cash	Timetables	Daily timesheets
		Duplicates
		Daily work in progress sheets
		Superseded plans