



Website Retention Policy

There should be a formal check for items which can be removed on January 1st and June 1st of every year or as soon after as possible. The check should take place in the order below.

General Pages

Delete if made permanently redundant by a website restructure. Search for the URL on the website to ensure it is not referenced anywhere.

Group Pages

Delete as soon as the Group has been officially closed.

Media Files

In all cases search for the URL on the website to ensure it is not referenced anywhere.

- a) Photographs
Delete if more than 2 years old
- b) Newsletters
Retain indefinitely
- c) Policy Documents
Delete previous copy as soon as a new one is loaded
- d) AGM/EGM minutes
If a new one is loaded retain the previous copy and delete any copy before that
- e) Group specific documents
Delete as soon as replaced by a newer version
- f) Templates
Delete if no longer have a purpose
- g) Reports
Delete if more than 2 years old

Events

Delete if the end date is more than 2 years ago

Venues

Delete if has no references and is no longer available for u3a use

Contacts

Delete if has no references and is no longer a member of the u3a

Notices

Delete if the end date is more than 1 year ago