



Scoresheet retention policy

As part of the Records Officer duties, there is a requirement to archive the physical scoresheets received from the members. In order that we do not find ourselves in a situation where we have thousands of scoresheets stored, I have devised a policy for storage.

Currently, all scoresheets are archived in A4-size plastic boxes provided by the club chair.

One box is used to store any sheets which have yet to be given to the Records Officer for adding the Golden Records software. This box lives at the range, in the grey cupboard.

All scoresheets submitted during a shooting session should be placed in this box for collection by the Records Officer.

Once the scoresheets have been recorded in Golden Records, they should be placed into the storage box relating to the season in which they were shot.

There is a separate box for the current outdoor and indoor season.

Archiving

It has been decided that the club will retain the current season and the previous season only – all scoresheets that pre-date this period will be destroyed appropriately.

The storage boxes will be retained for future use.

It has been decided not to offer the members the opportunity to retain the older scoresheets - this is an overhead that the Records Officer does not need.

Policy written by:	John Searle – Club Chair
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