

---

## 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. However, most District Officials nowadays hold records electronically, especially Minute Books, which are useful for purposes of forming a historical record and should be retained and kept intact for such purposes.

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 four 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 four-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 18th 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)**



## Guidance Note 21: Storage of District Records

Issue level: 03

Date: September 2022

---

<b>Date of Issue</b>	<b>Reason of Revision</b>	<b>Author</b>
March 2000	New edition	P A Heaton (CTT National Secretary)
July 2015	Revised format	Nick Sharpe (CTT National Secretary)
September 2022	Revised to reflect current CTT Articles, Rules, and Regulations	David Barry (CTT Board Director)