



# Records for Permanent Preservation

## Key Records

The following records are of historical interest both to the organisation 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 organisation
- 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 organisation's key aims and objectives
- record key events in the organisation's history or local area
- document the ownership of assets
- illustrate the organisation's relationship with key bodies such as national bodies, local authorities, international associations

## Breakdown of Key Record Types

### Operations and activities

Match Programmes	Fixture Books	Scorecards
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### Player and Staff Records

Photos of awards and social events	Committee minutes	Visitor Books
Wages books	Staff and Player photos	Memorials/plaques
Player contracts	Staff clubs and societies	Staff publications

## Publications

Match programmes	Official histories	Anniversary booklets
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## Ephemera

Season passes	Tickets	Autograph books
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## Textiles

Scarves	Boots	Flags
Tops/jerseys	Pennants	Banners

## Objects

Memorabilia	Signs	Artwork
Glasses, jugs	Point of Sale	Medals and trophies
Awards/placques	Advertising	Statues and Sculptures

## Audiovisual

Recordings of games and matches	Recordings of club events	Audio recordings of commentary
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## Communications

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

## Property Records

Property deeds	Photographs of premises	Asset registers
Architectural plans and drawings		

## Human Resources

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

## Staff records

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

## Sales and marketing

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

## Technical records

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

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

## Financial

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

## Production (where appropriate)

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

## NOT to be archived\*

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

**Sports Archive Surveying Officer**

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