

Basic list of record types of interest to CtE for overarching & professional bodies

Function	Record series
Governance	<ul style="list-style-type: none"> - Constitution/Rules/Byelaws and amendments - Annual General Meeting minutes - Annual reports - General meetings of membership minutes - Minutes and papers of executive committee/board/subcommittees
Communications	<ul style="list-style-type: none"> - Newsletters, journals and publications sent to members - Public events files, including programmes, guest lists and photographs - Press releases; press cuttings; photographs
Finance	<ul style="list-style-type: none"> - Cash book, journals and ledger - Annual report and accounts
Marketing	<ul style="list-style-type: none"> - Marketing records - Advertisements
Membership	<ul style="list-style-type: none"> - Membership lists; mailing lists - Case records (e.g. unions); issue-led subject files - Course materials and attendance records
Publications	<ul style="list-style-type: none"> - Minutes and working group papers - Consultations - Standards and industry procedures - Published guidance - Brochures
Quality management	<ul style="list-style-type: none"> - Approval and compliance files for organisations who meet certain standards set by overarching bodies - Model agreements