



## **Salisbury Diocesan Guild of Ringers Branch Records (Branch rule 2.5)**



*2.5 Branch records shall be lodged at the appropriate Records Office when no longer required for frequent access.*

- It is essential that all important documents are kept as an historical record
- These include Minutes of Committee Meetings, Business Meetings, the Branch AGM, and any records relating to Branch special events
- These must be stored securely whilst still in use and archived once no longer required for frequent access
- Archived materials should be lodged at the appropriate County Records Office
- Useful information can be found at:

Wiltshire: - Wiltshire and Swindon History Centre. [wshc.org.uk](http://wshc.org.uk)

Dorset: - Dorset History Centre. [dorsetcouncil.gov.uk/libraries-history-culture/dorset-history-centre](http://dorsetcouncil.gov.uk/libraries-history-culture/dorset-history-centre)