



## Salisbury Diocesan Guild of Ringers

### Rule 5.11.4: Guild Records



**Rule 5.11.4:** *SDGR Records should be lodged at the Wiltshire Records Office when no longer required for frequent access.*

#### Guidance

- It is essential that all important documents are kept as an historical record
- These include Minutes of Executive Meetings, the SDGR AGM and any records relating to SDGR 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 with the Records Office, located at the Wiltshire and Swindon History Centre

Useful information can be found at [www.wshc.org.uk](http://www.wshc.org.uk).