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# Guidance on storage at Northway

**The Society utilises the unit space at its Northway Lane, Tewkesbury Food store (full address: Midcounties Co-operative Food, Northway Lane, Tewkesbury, Gloucestershire, GL20 8TW) as an archiving facility for documentation which is no longer in immediate business use. It is the DPCs responsibility to have oversight on how Northway is being used by their relevant business area.**

This guidance document is to aid DPCs on the process for storing, archiving, and disposing of documentation at Northway.

## **Storage**

Each business area has a designated rack/shelving where documentation can be stored. Business areas must:

- ensure relevant documentation is stored in a suitable storage box
- ensure relevant storage boxes are kept in the designated area(s)
- ensure storage boxes are indexed and/or clearly labelled on either the top, side or inside of the box so the documentation can be easily identified. It is recommended that an index document is created and maintained
- ensure storage boxes are stored safely on the racks and the aisles are left clear.

## **Archiving**

Documentation archived at Northway must have a suitable business reason and defined retention period. Business areas must:

- ensure storage boxes are clearly labelled with the required date of disposal
- ensure the documentation does not exceed the agreed retention periods

- ensure there are routine checks of the archived documentation in place. Annual checks are recommended as the benchmark for frequency of checks, although this may be tailored by DPCs depending on the amount of archived documentation for your business area.

## Disposing

Each business area is responsible for ensuring the disposal of their archived documentation is carried out in line with the Society's agreed process:

- 1 identify which documentation stored at Northway exceeds the agreed retention period
- 2 separate this documentation from the documentation which is still being retained
- 3 put your disposal request in writing to the Property Services Helpdesk ([propertyserviceshelpdesk@midcounties.coop](mailto:propertyserviceshelpdesk@midcounties.coop)) advising which boxes need disposing of
- 4 Property Services will then arrange collection by an external disposal company
- 5 once completed, update your index document to reflect which documentation has been disposed of accordingly
- 6 Continue this routine disposal exercise in line with your business area's defined retention periods.