



## Retention of Documents Policy

An Grianán Theatre retains all important documentation including information pertaining to financial records and contracts for a minimum period of 7 years.

All documents are stored in sealed fire proof containers within An Grianán Theatre's premises

This policy fulfils the requirements of the An Grianán Theatre's chief funding agencies and embraces the principles of best practice in relation to Document Retention policies in both the Republic of Ireland and the United Kingdom.

Adopted as agreed on behalf of An Grianán Theatre's Trustees:

Sean Mc Cormack  
Chairman

Date  
16 January 2012