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|  | Gasóga na hÉireann/Scouting Ireland | | | |
| | Document No. | Issued | Last Amended | Next Review |
| | SID-AF02 | 21 st Feb. 2004 | 7 th January 2017 | January 2020 |
| | Category: Administration and Finance | | | |
| Policy on Documents and Records | | | | |

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| Related Documents |
| SID-AF01 – National Management Committee Standing Orders |

| Revision Schedule | | |
|-------------------|------------|---|
| Revision | Date | Description |
| A | 07/01/2017 | Document Re-numbered and Category Re-allocated. General Consistency Review by the Constitution and Rules Committee. |
| # | 21/02/2004 | Document Issued |

1. Minutes of meetings

A. National level:

- I. The following Committees shall keep minutes of meetings held and record decisions made:
 - The National Management Committee (NMC)
 - The Standing Committees of the NMC:
 - The National Team for Policy Implementation and Co-ordination (NTPIC)
 - The National Youth Programme Committee (NYPC)
 - The National Adult Resources Committee (NARC)
 - The National Spiritual/Religious Advisory Panel (NSRAP)
 - Any other sub-committee created by the NMC for a specific purpose from time to time.
- II. Subject to the Standing Orders of the NMC (SID – AF01), the resolutions of the NMC shall be published through the Scouting Ireland website.
- III. The resolutions made by the NMC shall be referenced by way of number and year. For example the 16th resolution of the NMC in 2005 shall be referenced as: “NMC Resolution 16/2005”.
- IV. The minutes and decisions of the Standing Committees of the NMC shall be forwarded to the members of the NMC as part of the meeting documentation.
- V. The minutes and decisions of the NMC, the Standing Committees of the NMC and the sub-committees shall be filed for safe keeping with the National Secretary, at National Office.

B. Provincial level:

- I. The Provincial Secretary shall record the minutes and decisions of the Provincial Management/Support Team.

C. County level:

- I. The following Committees shall keep minutes of meetings held and record decisions made:
 - The Scout County Board
 - The Scout County Management Committee

D. Group level:

- I. The Group Secretary shall record the minutes and all decisions made by the Scout Group Council.

2. Scouting Ireland’s Documents, Forms, Graphics and Publications

- I. All documents, forms, graphics and publications of Scouting Ireland must be filed with the National Secretary.

- II. The National Secretary maintains a registry of all filed documents, forms, graphics and publications and issues a reference for each such document, form, graphic or publication.
- III. Documents include the Constitution and Rules, Standing Orders, Policies, Procedures, Records and Reports of Scouting Ireland, whether in paper or electronic format. Forms include all data collection devices whether in paper or electronic format, including membership application or registration forms, appointment application forms, expenses claim forms or programme questionnaires. Publications include all Youth Programme, Adult Resources, Adult Training and Public Relations publications, whether in book, handout, pamphlet or leaflet and whether in paper or electronic format.
- IV. No document, form, graphic or publication shall be a document, form, graphic or publication of Scouting Ireland unless it has been first registered with the National Secretary. Documents of a Scout Group, a Scout County or a Scout Province are not documents of Scouting Ireland but documents of that Scout Group, Scout County or Scout Province, unless such documents have been adopted as a document of Scouting Ireland for particular purposes.
- V. The National Secretary operates a system of document control which divides the documents of Scouting Ireland into categories which have the following titles:

Scouting Ireland Document (SID) – Public
Board of Directors (BOD) – Public
Terms of Reference (TOR) – Public

- a. Constitution and Rules (CR)
- b. Administration and Finance (AF)
- c. Membership and Appointments (MA)
- d. Professional Staff (PS)
- e. The Scout Group (SG)
- f. The Scout County (SC)
- g. The Scout Province (SP)
- h. Risk Management (RM)
- i. Youth Programme (YP)
- j. Adult Resources (AR)
- k. Communications and Information Technology (COM)
- l. Complaints, Conflict and Disciplinary (CCD)
- m. Spiritual (SL)
- n. Campsites and Facilities (CF)
- o. Uniform (UN)
- p. Safeguarding (SF)
- q. International (IN)
- r. Sub-Committees (SUB)
- s. Equality and Inclusiveness (EQ)
- t. Promise and Law (PL)

Scouting Ireland Form (SIF) – Public

- a. Membership Application Forms
- b. Awards Application Forms
- c. Booking Forms
- d. Incident Report Forms

Scouting Ireland Graphic (SIG) – Public

- a. Logos
- b. Emblems
- c. Programme Graphics
- d. Training Graphics
- e. Website Graphics

Scouting Ireland Publication (SIP) – Public

- a. Youth Programme Books
- b. Training Manuals
- c. Scouter Support Books
- d. Posters
- e. Recruitment Leaflets

Standard Operating Procedure (SOP) – Internal

- a. Financial Controls
- b. Internal Processes

VI. All documents are stored at National Office and amended in a controlled way using the official control document. Any changes made to the documents are controlled.

VII. All documents will have a document number. Documents will be numbered as follows:

[SID] – [Category] [Document Number in Range] - Title

Example 1:

SID – AF02 - Policy on Documents and Records

Scouting Ireland Document – Administration and Finance (Document 2) –
Policy on Documents and Records

Example 2:

BOD – AF01 - Policy for the Procurement of Goods and Services

Board of Directors – Administration and Finance (Document 1) – Policy for
the Procurement of Goods and Services


Example 3:

TOR – SUB01 - Governance Review Group - Terms of Reference

Terms of Reference – Sub-Committee (Document 1) – Governance Review Group - Terms of Reference

- VIII. All official documents of Scouting Ireland will include a title box as presented in Appendix A.

Appendix A

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|  | Gasóga na hÉireann/Scouting Ireland | | | |
| | Document No. | Issued | Last Amended | Next Review |
| | SID – xxxx | Day Month Year | Day Month Year | Day Month Year |
| | Category: [Enter Category HERE] | | | |
| [Document Title] | | | | |

| Related Documents |
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| SID – xxxx – [Document title] |
| SID – xxxx – [Document title] |

| Revision Schedule | | |
|--------------------------|-------------|-------------------------|
| Revision | Date | Description |
| A | DD/MM/YYYY | [Description of change] |
| # | DD/MM/YYYY | Document Issued |