

Sporting Records for Permanent Preservation



BUSINESS ARCHIVES
SURVEYING OFFICER

since 1977

Key Records

The following records are of historical interest both to the sports club / organisation, and the wider research, academic, and archive community.

- Constitutions/Rules/Memorandum & Articles of Association
- Statutory registers e.g. register of directors
- Board and committee minutes
- AGM minutes and papers
- Annual reports and accounts
- Summary membership records
- Publications produced by the organisation
- Photographs and publicity materials
- Scrapbooks and albums

Other Record Types

The following records should also be selected for permanent retention:

- Records that summarise the organisation's key aims and objectives
- Records that record key events in the organisation's history or local area
- Records that document the club or organisation's ownership of assets
- Records that document the organisation's relationship with key bodies such as professional and governing bodies, and leagues.

Breakdown of Key Record Types

Corporate/ Governance

- | | | |
|--|-------------------------------|----------------------------------|
| • Memorandum and Articles of Association | • Business continuity plans | • Directors' Reports |
| • Board papers | • Trademarks and patent files | • Register of directors |
| • Register of shareholders | • Annual Reports | • Major contracts and agreements |
| • Minutes | • Company prospectus | • Business correspondence |
| | • Major project files | • Company structure |

Financial

- | | | |
|--------------------------|------------------------------------|-------------------------------|
| • Journal ledgers | • Pre 1920s invoices (if detailed) | • Nominal and Private ledgers |
| • External audit reports | • Balance sheets | • Profit/ loss sheets |
| • Day books | • Annual accounts | |
| • Finance minutes | | |

Property Records (relating to site, buildings, stadiums or grounds)

- | | | |
|-------------------|---------------------------|------------------------------------|
| • Property deeds | • Photographs of premises | • Architectural plans and drawings |
| • Asset registers | | |

Operations and activities

- | | | |
|--------------------|-----------------|--------------|
| • Match programmes | • Fixture books | • Scorecards |
|--------------------|-----------------|--------------|

Ephemera

- Season passes
- Tickets
- Autograph books

Communications

- Press cuttings, notices and articles
- Circulars to shareholders
- Club promotional brochures
- Corporate communications
- Key media events
- Supporter magazines
- Speeches
- Corporate correspondence
- Fanzines

Human Resources

- Manuals and employee handbooks
- Training manuals and literature
- Performance management
- Accident register
- Organisational charts

Player and Staff Records

- Photos of awards, sports and social events
- Committee minutes
- Visitor books
- Wages books
- Staff and player photographs
- Memorials/ plaques
- Player contracts
- Staff clubs and societies
- Staff magazines and publications

Sales and Marketing

- Advertising material and boards
- Point of Sale
- Order books
- Brochures
- Market research
- Marketing campaign literature
- Price lists
- Sales figures
- Launch events
- Posters

Publications

- Match programmes
- Official histories
- Anniversary booklets

Objects

- Memorabilia
- Signs
- Artwork
- Glasses, jugs
- Point of Sale
- Medals and trophies
- Awards / plaques
- Advertising
- Statues and sculptures

Textiles

- Scarves
- Boots
- Flags
- Tops / football jerseys
- Pennants
- Banners

Audiovisual

- Recordings of games and matches
- Recordings of club events
- Audio recordings of commentary

NOT to be archived

- Post 1920s invoices, cheque stubs, bank books, receipts
- Cash books (unless only financial record)
- Other companies' manuals/ advertising
- Postal books
- Superseded / duplicated plans and maps
- Publications available in libraries
- Tender documents
- Petty cash
- Timetables
- Quotations / estimates
- Shareholding vouchers
- Daily timesheets