

Basic list of record types of interest to CtE for supply chain companies

Function	Record series
Governance	<ul style="list-style-type: none"> - Memorandum and Articles of Association - Register of directors & shares - Returns to Companies House & regulators - Minutes & papers of Executive Board, Management meetings and AGMs
Communications	<ul style="list-style-type: none"> - Press releases, press cuttings and photographs - Sponsorship files - CSR files - Staff newsletters and memoranda
Customer/client management	<ul style="list-style-type: none"> - Drawings and correspondence - Job/project files - Contracts and agreements - Correspondence - Installations and operations files - Performance monitoring
Finance	<ul style="list-style-type: none"> - Annual report and accounts - Balance sheets - Cash books, journal and ledgers - Reports to management
Health & Safety	<ul style="list-style-type: none"> - Staff records - Employee handbooks - Incident reports
Human resources	<ul style="list-style-type: none"> - Staff files - Training records
Legal affairs	<ul style="list-style-type: none"> - Legal advice - Case records
Sales & Marketing	<ul style="list-style-type: none"> - General sales files - Brochures and catalogues - Photography, press cuttings and press releases - Reports to management
Quality management	<ul style="list-style-type: none"> - BS 9000 standard documentation: specifications; drawings, user manuals; testing records etc. - Correspondence
Product management	<ul style="list-style-type: none"> - Research and development files - Logistics files