

Media information and newspaper cuttings policy



War Memorials Trust

This document outlines War Memorials Trust media information and newspaper cuttings policy. It has been prepared by Trust staff.

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1. Introduction

War Memorials Trust has held information from the media including newspaper cuttings since its early days.

At the end of 2006 War Memorials Trust decided that, due to a lack of storage space, it will have to be more selective about the type of information kept on file.

2. Policy

War Memorials Trust is only able to accept articles, cuttings or other information (“information”) that directly relates to the work of the Trust. For example, the Trust will be able to file information reporting on conservation and restoration work carried out on war memorials or information relating to the damage, theft or demolition of war memorials in the UK. The Trust will be unable to file information that does not directly relate to the charity’s work, such as graves or overseas memorials.

With the information retained or filed, War Memorials Trust reserves the right to dispose of the material as and when it is necessary and will not hold the material indefinitely. War Memorials Trust also reserves the right to forward to the UK National Inventory of War Memorials any information which is more relevant to their work.

3. Policy review

The media information and newspaper cuttings policy is reviewed annually by the Director. The Board of Trustees will be advised if any changes are required. The policy may also be reviewed as required.