



# Retention & Disposal of Records Policy

## 1 INTRODUCTION AND BACKGROUND

1.1 This Data Retention Schedule attempts to identify processes which records support, rather than identifying individual types of records. This is for two reasons:

1.1.1 to make the retention period apply to all records independent of any format i.e. the same rules apply to a paper file, an e-mail or another electronic document / digital file; and

1.1.2 to allow flexibility in developing the schedule to cover new processes and amend existing ones over time.

1.2 The Data Retention Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

1.3 Records intended for destruction under the Data Retention Schedule may be destroyed in accordance with the provisions of this schedule. Backup copies stored on alternative media (server / microfilm / paper) should also be destroyed. Typical methods to destroy electronic records, which including holding media such as optical, magnetic and solid state storage, include overwriting, degaussing and physical destruction. Advice shall be sought from the Diocesan Finance Office when considering the destruction of such media. In all instances where IT storage media is destroyed, a certificate of destruction shall be provided and held as a permanent record. This is vital to ensure compliance with the requirements of data protection laws.

## 2 LIMITATION OF SCOPE

2.1 Very few types of records have specified time periods for retention in law or in official government guidance. Where such advice exists it is included in this Data Retention Schedule. Where advice does not exist, it is for the Chief Operating Officer to decide for how long records are to be retained. This Data Retention Schedule gathers together retention criteria from a comprehensive best practice review of a wide range of guidance.

## 3 OBJECTIVES OF THE RETENTION GUIDELINES

3.1 The aims of the Data Retention Schedule are to:

3.1.1 prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration;

3.1.2 provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage;

3.1.3 promote improved records management practices within the Diocese which gives confidence that when information is destroyed it is done so according to well-considered rules;

3.1.4 create space following procedures to ensure the timely destruction of records;

3.1.5 assist in identifying records that should be preserved permanently as part of the Diocesan Archive; and



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3.1.6 assist in identifying what data (as opposed to what documents) should be retained to ensure that the principle of data minimisation is adhered to.

### 3.2 RESPONSIBILITY

3.2.1 It is the responsibility of all staff, volunteers and clergy to follow the guidance provided in the Data Retention Schedule and to ensure that proper records management practices are implemented.

### 3.3 DESTRUCTION OF RECORDS

3.3.1 Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

3.3.2 Records that are currently (or likely to be in the future) the subject of a request or appeal under data protection laws must not be destroyed until that request or appeal has been completed.

3.3.3 All members of staff and volunteers must have any destruction approved in writing by their manager. This information is also kept in a separate log. This log cannot be disposed of because it is evidence of when, how and why the records have been destroyed. This log has security privileges applied, ensuring that only managers have access to edit and write over content.

3.3.4 Destruction should be carried out in a secure manner utilising the expertise of external waste management and document destruction providers where appropriate, as well as ensuring that redundant or discarded IT equipment - including networked printers - is securely wiped or destroyed.

## 4 GENERAL AND MISCELLANEOUS RECORDS

4.1 There are some records that do not need to be kept at all, which may be routinely destroyed. However, this Data Retention Schedule must still contain reference and instructions referring to them.

4.2 This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include:

4.2.1 'with compliments' slips;

4.2.2 printed catalogues and trade journals;

4.2.3 telephone message slips;

4.2.4 non-acceptance of invitations;

4.2.5 trivial electronic mail messages or notes that are not related to Diocesan business;

4.2.6 requests for stock information; and

4.2.7 out-of-date distribution lists.



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4.3 Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed, and paper faxes after making and filing a photocopy, are also covered.

## 5 REVIEWING THE SCHEDULE

5.1 This schedule will be regularly reviewed by the Data Protection Officer and updated to ensure that the Diocese is complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that staff can keep track and modify their practices accordingly. This schedule will be subject to the timetable for general review.

## 6 EXPLANATION OF RETENTION GUIDELINE HEADINGS

6.1 This schedule is structured according to two levels of categorisation, reflecting the main functions of the Diocese and sub-categorising them into more specific groups - example below:

Function	Activity	Process	Retention Period	Record Types	Reason	Source
<i>Financial Management</i>	<i>Payroll/ Financial Processing</i>	<i>Accountable processes relating to payment of employees</i>	<i>Destroy six years + current year</i>	<i>Income tax records re employees leaving i.e. P45</i>	<i>Taxes Management Act</i>	<i>1</i>

### 6.2 Explanations of table headings

Function	The schedule has been divided to cover the main functions of the Diocese, [Financial Management, Human Resources, Property Management, Strategic Management].
Activity	This field relates to the specific activities within each function.
Process	The schedule provides a description of a process or an activity that the records support. The schedule may also include instructions or guidelines relating to weeding, sampling, instructions on disposal, information on duplication of record content in other classes and cross-references to other entries within the schedule.
Retention Period	This field shows the length of time for which a record should be kept. This period (usually in years) can be applied from the date a record is closed or tied in to another specified activity.  <i>If there are multiple retentions that are applicable to a record group apply the longest retention - it is better to retain for longer if you are in doubt.</i>



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Record Type	<p>This section provides common examples of the type of records included within the particular function. The types provided here are not exhaustive. Associated records with this function have the same retention applied.</p> <p>Correspondence relating to the activity is automatically included in the record type. The correspondence can be appraised at a later date and if deemed necessary it can be destroyed.</p>
Reason	<p>This indicates if the retention action is common practice or statutory, plus any other useful information. As far as possible specification legislation has been cited.</p>
Source	<p>This indicates where this retention period has been sourced from. The table contains a reference number, for which the full details can be found in the index at the end of the document.</p>

This policy was approved by the Diocesan Trustees on:  
2018

14<sup>th</sup> May

The next review is due on or before:  
2019

14<sup>th</sup> May

## Glossary of Terms

### Administrative Use

When business use has ended or the file has been closed.

### Closure

Example: Destroy 'x' years from closure

A record/ file should be closed when it ceases to be active. Records/ files can be closed when:

- They reach an unmanageable size (a new volume should be created)
- They cover 'x' years i.e. a maximum time period
- No more records have been added in 'x' years or another specified set period of time
- No action has taken place after 'x' period of time

### Closure Period

Specified period of time during which the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority's policy. Any closure period should comply with current legislation on access to information - including GDPR.

### Common Practice

Standard practice followed for specific activities.

### Last Action

Destroy 'x' years after last action. Date of most recent addition/ amendment/ deletion of information.

### Permanent

Records that must be kept indefinitely (or for approximately 100 years) for legal and/or administrative purposes, and/or are of enduring value for historical research purposes.

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## 1. Financial Management

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Financial Management	Payroll/ Financial Processing	Accountable processes relating to payment of employees	1.1.1	Destroy six years + current year	Income tax records re employees leaving i.e. P45	Taxes Management Act	1
					Notice to employer of tax code (P6)	Taxes Management Act	
					Annual return of employees and directors expenses and benefits (P11D)	Taxes Management Act	
					Certificate of pay and tax deducted (P60)	Taxes Management Act	
					Notice of tax code change	Taxes Management Act	
					Annual return of taxable pay and tax deducted	Taxes Management Act	
					Records of pension deductions (including superannuation)	Taxes Management Act	
					Payroll and payroll control account	Companies Act/ Charities Act and Taxes Management Act	
			1.1.2	Destroy six years + current year	Expense accounts for individuals	Taxes Management Act	
					Expense payments for courses/supplies/travel		
					Correspondence		
					Approvals/agreements for expenses		
			1.1.3	Destroy three years after the end of the tax year in which	Statutory Maternity Pay records or calculations	The Statutory Maternity Pay Regulations	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
				maternity period ends			
			1.1.4	Destroy six years after the end of each tax year for Statutory Sick Pay purposes	Statutory Sick Pay records or calculations	Statutory Sick Pay (General) Regulations. This data forms part of payroll.	
			1.1.5	Destroy six years after the end of each tax year against which a claim for the Employment Allowance has been made	Employer National Insurance Contributions	National Insurance Contributions Act 2014 - Section 7 (1) to (6) Social Security Administration Act 1992 - Section 110 ZA. This data forms part of payroll.	2
Financial Management	Financial Transactions Management	Identification of the receipt, expenditure and write offs of monies	1.2.1	Destroy six years from the end of the financial year in which the transaction was made	Payments cash book or record of payments made	Companies Act/ Charities Act	2
					Purchase ledger		
					Invoice - revenue		
					Petty cash records		
					Bank paying in counterfoils		
					Bank statements		
					Bank reconciliations		
					Bills		
					Opening/closing of bank accounts		
Grant payments							



Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Receipts	Statutory	3
			1.2.2	Destroy one month + current date	Remittance advices		
Financial Management	Financial Transactions Management	Financial contributions or payments made by Parishes determined through Parish Assessments. <i>This includes levies, precision charge, DDF, Sick and Retired Priests Fund, Area Bishops, School Governors Fund, Gilt Fund, Conyers Fund, SGO Fund.</i>	1.2.3	Destroy six years + current year	Correspondence	<i>In line with other finance retention periods.</i>	
					Payment notifications		
					Payment receipts		
					Contribution arrangement/agreements		
					Parish assessments		
Financial Management	Financial Transactions Management	Financial Audits	1.2.4	Destroy six years + current year	Parish Audits	<i>In line with other financial retentions</i>	
Financial Management	Financial Transactions Management	Statements/summaries prepared for inclusion in quarterly/annual reports	1.2.5	Destroy after six years	Financial Summaries		4
					Financial Returns (from parishes)		
					Financial Statements		
					Records relating to Parish financial situation (including Parish debt)		
					Parish finances survey/questionnaire		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Financial Management	Financial Transactions Management	Donations made to the Diocese/ Parishes	1.2.6	Destroy six years after the last payment made. Twelve years if payments outstanding or dispute regarding the deed	Deeds of covenant	GDPR	3
					Gift Aid declarations		
					Gift Aid claims (including working papers)		
			1.2.7	Destroy six years from the end of the financial year in which the transaction was made	Correspondence re donations	Companies Act/ Charities Act	3
					Donations		
					Collections		
					Parish gifts		
					Appeals		
			1.2.8	Destroy after twenty-five years +one	Foundation masses		
					Arrangements for foundation masses		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Schedule of foundation masses		
			1.2.9	Keep for one year then destroy if no further action	Generic/ general queries regarding foundation masses		
			1.2.10	Permanent	Legacies		5
					Bequests		
					Wills		
					Estate statements/accounts		
					Administration of estates		
					Inventory of estate		
					Value of assets		
					Distribution of estate		
					Trust deeds		
Financial Management	Reporting	The process that consolidates financial transactions on an annual basis for reporting purposes	1.3.1	Permanent	Consolidated Annual Reports	GDPR/ Common Practice	2 & 3
					Consolidated Financial Statements		
					Statement of Financial Position		
					Operating Statements		
Financial Management	Reporting	The process that supports and consolidates financial transactions on a periodic (less than	1.3.2	Destroy when administrative use is concluded.	Consolidated Monthly & Quarterly Reports	Common practice	3
					Consolidated Monthly & Quarterly Financial Statements		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		annual) basis, superseding those from the previous period. <i>Does not include journals, subsidiary ledgers and cash books.</i>			Working Papers for the preparation of the above Monthly Accrual Statements Cash Flow Statements Creditor Listings and Reports Debtor Listings and Reports		
Financial Management	Budget and Estimates	The process of finalising the Financial Office's/ Parishes annual budget.	1.4.1	Permanent	Annual Budget		3
Financial Management	Budget and Estimates	The process of development of the Finance Office's/ Parish's annual budget.	1.4.2	Destroy two years after annual budget adopted by the Finance Office/ Parishes	Draft Budget Departmental Budgets Draft Estimates	Common Practice	3
Financial Management	Budget and Estimates	The process of reporting which examines the budget in relation to actual revenue and expenditure.	1.4.3	Destroy after next year's annual budget has been adopted by the Finance Office/ Parishes	Quarterly Statements Income and Expenditure Statements	Common Practice	3

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Financial Management	Loans	The activity of borrowing money to enable the Diocese/Parishes to perform their functions and exercise their powers.	1.5.1	Destroy seven years after the loan has been repaid	Loan files	Statutory	3
					Correspondence regarding loan arrangements/ repayments		
					Loan certificates		
					Loan guarantees		
Financial Management	Loans	Summary management of loan	1.5.2	Permanent	Loans Register	Common Practice	3
Financial Management	Investments	The process of purchase or sale of investment <i>This includes Cluniac investment, war stock etc.</i>	1.6.1	Destroy six years + current year	Correspondence regarding investments		6
Financial Management	Investments	Summary/ management of investments	1.6.2	Permanent	Investment Certificates	Companies Act, Charities Act, commercial	1
					Investment Ledger		
					Investment Reports		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Financial Management	Summary Asset Management	Summary management reporting on the overall assets of the Finance Office/Parishes/Diocese.	1.7.1	Permanent	Schedules of Acquisitions	Common Practice	3
					Consolidated Current Asset Reports		
					Summary of Current Assets		
					Asset Registers		
Financial Management	Property Management	Management of business rates paid on properties owned by the Diocese/Parishes	1.8.1	Destroy six years + current year	Business Rates	<i>In line with other finance retentions</i>	
					Non-domestic Relief Rates		
					Charity Relief Rates		

## 2. Human Resources

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Human Resources	Recruitment	The process of selection of an individual for a position. Where candidates are successful a copy of the job description, application and terms and conditions of employment will be placed on the successful candidate's employee file. See Employee File below for more details	2.1.1	Destroy completion of appointment + six months	Vacancies Advertising	Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995	6
			2.1.2	Dispose six years after superseded	Job descriptions	Data Protection Act; The National Archives Retention Scheduling: Employee Personnel Records	7
			2.1.3	Until age 100	Contract of Employment	The National Archives Retention Scheduling: Employee Personnel Records	8
			2.1.4	Destroy completion of appointment + six months	Unsuccessful employment applications	Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995	6

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
			2.1.5	Destroy termination of employment + six years	Successful applications	Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995	6
Human Resources	Termination	The process of termination of staff through resignation, redundancy, dismissal and retirement.	2.2.1	Retain until employee age 100. <i>This applies to employees who no longer work within the organisation. If no details of employee's age can be found, it will be assumed that they are 18 years old and retention will be calculated on this basis.</i>	Letters of resignation	GDPR; The National Archives Retention Scheduling: Employee Personnel Records	7
					Letters of redundancy		
					Letters of termination		
					Letters of retirement		



Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Human Resources	Employee Files	Files relating to individual employees.	2.3.1	Retain until employee age 100. <i>This applies to employees who no longer work within the organisation. If no details of employee's age can be found, it will be assumed that they are 18 years old and retention will be calculated on this basis.</i>	Employee details (Employee's name, dates of employment, positions held) Conditions of employment (contract/job description/terms and conditions) Correspondence Appraisals Disciplinary matters/actions	GDPR; The National Archives Retention Scheduling: Employee Personnel Records	7
Human Resources	Pension	The process of administering pension entitlements & obligations are in accordance with agreed employment requirements. <i>Note that some of this information will be contained within</i>	2.4.1	Retain until employee age 100. <i>This applies to employees who no longer work within the organisation. If no details</i>	Pension estimates and awards Pensionable pay at leaving Reckonable service for pension purposes (and actual service where this is different, together with	The National Archives Retention Scheduling: Employee Personnel Records	8

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		<i>individual employee files.</i>		<i>of employee's age can be found, it will be assumed that they are 18 years old and retention will be calculated on this basis.</i>	reasons for the difference) Amount and date of any Contributions Equivalent Premium paid All other papers relating to pensions not listed above Papers about widow's, widower's, children's and other dependant's pensions Correspondence with pension provider/administrator		
Human Resources	Pension	The process of reporting the accounting process of pensions	2.4.2	Permanently	Annual Accounts Actuarial Reports	Companies Act, Commercial, Pensions Act 1995	1
Human Resources	National Insurance	The process of managing employee National Insurance contributions	2.5.1	Destroy six years after the end of each tax year against which a claim for the Employment Allowance has been	Employee National Insurance Contributions	National Insurance Contributions Act 2014 - Section 7 (1) to (6) Social Security Administration Act 1992 - Section 110 ZA Part of payroll data	2

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
				made			
Human Resources	Employee Relations	The process of managing disciplinary and grievance investigations	2.6.1	Destroy six years after last action on file	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the Finance Office's response, action taken and the outcome. <i>Includes records relating to court/tribunal cases.</i>	Limitations Act 1980	9
Human Resources	Employee Relations	The process of managing disciplinary and grievance investigations	2.6.2	Destroy six years after closure of case	Records documenting grievances raised by an employee which relate directly to his/her own contract of employment, the Diocese's response, action taken and the outcome. <i>Includes records relating to court/tribunal cases.</i>		9
Human Resources	Occupational Health	The process of checking and ensuring the health of staff. <i>If information contained within individual employee files it must be retained until employee age 100.</i>	2.7.1	Forty years after termination of employment	Health Surveillance Records Health Questionnaire Medical Clearances	Limitation Act 1980 Health and Safety at Work Act 1974	6
Human Resources	Occupational Health	The process of providing private health care to employees	2.7.2	Permanent	Details of medical schemes	Commercial	1

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Human Resources	Occupational Health	The process of monitoring of areas where employees and persons are likely to have come in contact with dangerous substances such as Asbestos, lead, radiation and biological agents.	2.7.3	Destroy forty years from the date of the last entry	Medical reports of those exposed to a substance hazardous to health	Health and Safety at Work Act 1974; RIDDOR Regs (7) The National Archives Retention Scheduling: Employee Personnel Records	9 & 8
Human Resources	Staff Monitoring	The process of managing staff attendance and absence	2.8.1	Destroy three years after the end of each tax year for Statutory Sick Pay purposes	Records documenting an employee's absence due to sickness	Statutory Sick Pay (General) Regulations	1
					Sick Notes		
					Medical Certificates		
Human Resources	Staff Monitoring	The process of managing statutory leave such as maternity or paternity	2.8.2	Destroy six years from completion of entitlement	Records documenting the authorisation and administration of statutory leave entitlement		9
					Leave Request Forms		
Human Resources	Staff Monitoring	The process of managing annual leave	2.8.3	Two years	Annual Leave Request Forms	The National Archives Retention Scheduling: Employee Personnel	8

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Records relating to the administration of an employee's contractual holiday entitlement.	Records	
Human Resources	Staff Monitoring	The process of monitoring staff performance	2.8.4	Current year + six years	Probation reports		6
					Appraisals		
					Performance Reviews		
Human Resources	Health and Safety	The process of recording incidents/ accidents to staff	2.9.1	Destroy three years after closure	Incident/ Accident form	Health and Safety at Work Act 1974; The National Archives Retention Scheduling: Employee Personnel Records	7
					Accident books		
					Investigation reports		
Human Resources	Health and Safety	Training staff in health and safety procedures	2.9.2	End of employment + five years	Training details	The Management of Health and Safety at Work Regulations 1999	6
					Training resource/handouts		
Human Resources	Health and Safety	Employer's Liability Insurance	2.9.3	Forty Years	Employer's Liability insurance certificate	Employers' Liability (Compulsory Insurance) Regulations 1998	1
Human Resources	Health and Safety	The process of managing and ensuring the safety of minors	2.9.4	Permanent	Records relating to legal services in relation to sexual abuse and child protection	Inquiries Act 2005	14

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Human Resources	Training and Development	The process of training staff in relation to their roles	2.10.1	Six years	Course/training details	The National Archives Retention Scheduling: Employee Personnel Records	8
					Staff assessment details and outcomes		

### 3. Property Management

*NB this section relates to all property owned by the Diocese/ Parish. This includes churches, presbyteries, sanctuaries, sacristies, baptisteries, convents, seminaries, church halls, garages, plots of land, schools, flats, houses, chapels and chapels at ease (includes those based at non-parish/church locations such as hospitals and universities).*

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Property Management	Property Acquisition and Disposal	Plans	3.1.1	Permanent	Plans Architectural Drawings	<i>Useful information to retain particularly if surrounding property is still owned.</i>	
Property Management	Property Acquisition and Disposal	The acquisition of property by purchase, exchange, transfer or conveyance and disposal of property/land/freehold/leasehold.  <i>Includes compulsory transfer/conveyance to Council for road.</i>	3.1.2	Permanently or until twelve years after property is disposed of.  <b><i>Records to be kept permanently if only part of an estate is sold.</i></b>	Land Registry records Land Certificates Valuations Surveys Surveyors Report Building Survey Survey of Building Condition Title Deeds Legal Documents relating to the purchase of property Legal Documents relating to the sale of property Tender documents Conditions of Contracts Photographs Restrictive covenants	Limitation Act 1980	10 & 5
Property Management	Property Acquisition and Disposal	The management of the acquisition of property by lease	3.1.3	Dispose end of lease + fifteen years	Lease Lease Agreements Applications for Leases	Limitation Act 1980	10

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Restrictive covenants		
Property Management	Property Acquisition and Disposal	The acquisition of property by mortgage	3.1.4	Dispose seven years after repayment	Mortgage agreements/arrangement	<i>In line with retention for loans</i>	
					Mortgage repayments		
					Repossession of property		
					Correspondence		
Property Management	Property Acquisition and Disposal	Negotiations for properties where the property was not acquired or disposed ( <i>Aborted purchases/disposals of property</i> )	3.1.5	Dispose closure of negotiations + six years	Correspondence	Limitation Act 1980 c.58 s2	11
					Surveys reports		
					Legal documents		
					Purchase offers		
					Restrictive covenants		
Property Management	Property Acquisition and Disposal	The process for managing the letting/tenancy of Diocesan/Parish owned property. <i>Includes garages, flats, and halls. This refers to tenancy on property to telecom companies, electrical substations and Scout Groups.</i>	3.1.6	Destroy twelve years from termination of tenancy	Property details		12
					Length of tenancy		
					Details of tenants		
					Correspondence		
					Disputes/ issues between tenant and landlord including court cases		
Property Management	Historic Property Papers	Records relating to the acquisition and disposal of property	3.2.1	Keep permanently.	Purchase	Historical Interest	
					Sale		
					Leasing		
					Renting		



Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Conveyance		
					Assignments		
Property Management	Property Arrangements	The process for managing the letting/ tenancy of Diocesan/Parish owned property. <i>Includes garages, flats, and halls.</i>	3.3.1	Destroy - six years after tenancy has expired	Agreements relating to the tenancy	Limitation Act 1980	12
					Service occupancy agreement		
					Tenancy renewal		
					Revision of rent		
					Rent review		
					Disputes/ issues between tenant and landlord including court cases		
					Eviction from property		
Property Management	Property Arrangement	The process of the Diocese/Parish renting property. <i>Relates mainly to providing accommodation to retired priests.</i>	3.3.2	Destroy - six years after tenancy has expired	Agreements relating to the tenancy	Limitation Act 1980	12
					Tenancy renewal		
					Revision of rent		
					Rent review		
					Disputes/ issues between tenant and landlord including court cases		
Property Management	Property Maintenance and Renovation	The process of managing and undertaking major renovations and	3.4.1	Destroy end of works + fifteen years	Project files contract for building works	Limitation Act 1980	10
					Contractor review reports		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		development of property or land. <i>Topics include extensions, external redecorations/refurbishments/building of new areas or properties such as the sanctuary, chapel, sacristy, baptistery or presbytery.</i>			Project Specifications Plans Installation Manuals Certificates of Approval Final Plans, Designs and Drawings of the building Planning Applications. <i>This includes all associated correspondence such as objections and alternations to applications.</i> <b>Only retain those submitted by the Diocese.</b> Planning Consents Building Certifications Collateral Warranties Final Health and Safety Files Surveyors Report Building Survey Survey of Building Condition Structural Survey/ Report Business Plan Feasibility Studies/Statements Insurance for building works Budgets for building works Cost reports		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Property Management	Property Maintenance and Renovation	The process of managing and undertaking minor renovations and development of property. <i>This includes review/replacement/ser vicing of heating systems/ boilers</i>	3.4.2	End of works + six years	Maintenance of boilers/ central heating Remedial works Replacement of fixtures (e.g. lighting) Correspondence		10
Property Management	Road Maintenance	The activity of maintaining and repairing roads, streets and paths. <i>This relates to public paths, by-passes etc. that are being accessed by companies such as Thames Water, British Gas and BT. Works by such companies can also go onto the Diocesan/Parish property where permission is required.</i>	3.5.1	Destroy fifteen years after action completed	Map of area Plans Notices of works Boundary arrangements/agreements Correspondence Schedule of works Complaints and queries	<i>This aligns with the retention period for major refurbishments.</i>	
Property Management	Church Re-Organisation	Re-ordering of churches	3.6.1	Permanent	Records relating to additions to the church such as altars, stained glass windows, organs, statues or relics. This also includes guidance on re-ordering of churches (issued by Diocese). It would be	Historical Interest	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					important to keep records such as invoices <i>if there is no other record of such changes to the church.</i>		
Property Management	Church Re-Organisation	Re-ordering of churches	3.6.2	Permanent	Records relating to the Historic Churches Committee which details applications of changes to churches, with discussions and minutes.	Historical Interest	
Property Management	Church Re-Organisation	Re-decoration of/ alternations to churches	3.6.3	Unsuccessful applications - six years Success Applications - permanent	Records relating to bids/ grants/ applications for funding from bodies such as English Heritage or the Finance Committee Application Forms Feedback Correspondence		
Property Management	Church Organisation	The process of managing graveyards and burial sites in the Diocese	3.6.4	Permanent	Plans Registers of graves Accompanying records such as correspondence		5
Property Management	Church Organisation	Bishop visitations to the Parishes	3.6.5	Destroy after three years	Parish visitation reports Correspondence Preparation for visitation Letters of thanks		
Property Management	Listed Status	The process of managing the listed status of Diocesan/Parish property	3.7.1	Permanent	Correspondence Applications Feedback Supporting papers	Historical Interest	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Discussion notes		
Property Management	Use of Diocesan/Parish Property	The use of Diocesan/Parish property for non-Church related activities. <i>This includes</i> <ul style="list-style-type: none"> <li>- Church Social clubs</li> <li>- Community centres</li> <li>- Nurseries</li> <li>- Karate clubs</li> <li>- After school clubs</li> <li>- Playgroups</li> <li>- Youth clubs</li> <li>- Luncheon clubs</li> </ul>	3.8.1	Dispose seven years after the closure of the club.  If the club is still operating refer to above activities to determine retention period. <i>For example if there are invoices look in Financial Management or if there are building maintenance issues look in Maintenance in Property Management.</i>	Rule books		
					Setting up of social club		
					Arrangement with the Diocese/Parish		
					Financing of the club		
					License		
Property Management	Use of Diocesan/Parish Property	The process of managing and administering the use of Diocesan/Parish	3.8.2	Dispose seven years after last	Social club management	<i>Relates to the retention above for social club that are now defunct and</i>	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		property for non-Church related activities. <i>This includes</i> - Church Social clubs - Community centres - Nurseries - Karate clubs - After school clubs - Youth clubs - Luncheon clubs		action	Issues with staff Administration issues License	<i>finance retentions of 6+1.</i>	
Property Management	Property and Land Maintenance	The process of managing land and environment surrounding Diocesan/Parish owned property	3.8.3	Destroy seven years after administrative use concluded	Tree preservation orders	<i>Common Practice</i>	3
Property Management	Property and Land Maintenance	The process of managing and identifying rights of ways and right of light	3.8.4	Permanent <i>Dispose when the property is disposed.</i>	Correspondence Disputes and queries Agreement Boundary arrangement/agreements Maps Plans Land Registry documents	<i>Useful information to retain.</i>	
Property Management	Property and Land Maintenance	The process of managing and identifying fence and path boundaries and maintenance	3.8.5	Destroy fifteen years after action completed	Disputes and queries Boundary arrangements/agreements Correspondence	<i>This aligns with the retention period for major refurbishments.</i>	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Maps Plans Maintenance agreements		
Property Management	Property and Land Maintenance	The process of managing and administering property and surrounding environment arrangements through licenses. <i>Includes parking.</i>	3.8.6	Destroy at the end of licence + six years	Applications and Certificates Permits Licenses Correspondence Identification of licensing requirements Acquisition and maintenance of licenses Management of compliance with license conditions		10
Property Management	Property and Land Maintenance	Relating to the inspection and monitoring of the property/environment	3.8.7	Destroy six years + current year	Forms Reports/ Findings Correspondence		12
Property Management	Parish Development	The merging or division of Parishes/ Diocese.	3.9.1	Permanent	Correspondence Boundary arrangement/agreements	Historical Interest	

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Plans		
					Notes/Papers on division		
Property Management	Diocesan Development	The process of relocating or building a new property for the Diocese. <i>This includes the relocation/resitting/building of new churches or schools.</i>	3.10.1	If development goes ahead: permanently or until twelve years after property is disposed of  If development does not go ahead: dispose closure of negotiations + six years	Correspondence Preliminary considerations Preliminary evaluations Reports/ notes on discussions Proposals Tenders Surveys of locations/properties/land Planning applications Planning consents Meeting with residents/parishioners/parents	<i>Aligns with retention for acquiring and disposing of property.</i>	
Property Management	Relationship Management	The process of dealing with issues/queries/disputes with	3.11.1	Destroy one year after closure	Correspondence		



Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		neighbours. <i>This relates mainly to behaviour. Disputes are covered under different activities.</i>			Formal complaints Actions taken to resolve issues Reports		
Property Management	Health and Safety	The process of ensuring health and safety in Diocesan/Parish property	3.12.1	Review after fifteen years	All health and safety policies Codes of practice Guidance Forms and templates	<i>This has insurance implications in case of claims made under previous H&amp;S policies.</i>	3
Property Management	Fire Safety	The process of ensuring fire safety in Diocesan/Parish property. <i>Note works relating to creating fire exits are major/minor refurbishments.</i>	3.13.1	Whilst still relevant - until reviewed or repeated	Fire Risk Assessment Fire Evacuation Procedures Fire log book Fire certificates	Statutory	3

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Property Management	Insurance Policy Management	The summary management of insurance arrangements	3.14.1	Permanent	Reports to the Diocesan Finance Committee		3
					Reports by the insurance company		
					Insurance Register		
Property Management	Insurance Policy Management	The summary management of insurance arrangements	3.14.2	Dispose expiry + forty years	Insurance Certificates		10
Property Management	Insurance Policy Management	The process of insuring Property/vehicles/equipment against negligence, loss or damage	3.14.3	Destroy seven years after the terms of the policy have expired	Correspondence		3
					Insurance Policies		
					Insurance valuations		
					Insurance premiums		
					Inventory of property/contents of property		
					Insurance renewals		
					Surveys of Parish/Diocesan property		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
					Generic/ general queries regarding insurance		
Property Management	Insurance Claims Management	The process that records insurance claims made by Parishes/Diocese	3.14.4	Three years after settlement	Claims correspondence	GDPR	1
					Claim forms		
					Insurance settlement/ compensation payments		

## 4. Strategic Management

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Strategic Management	Corporate Planning and Reporting	The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions. <i>This includes:</i> - Finance Committee Minutes - Trustee Minutes	4.1.1	Permanent <i>Only one copy of the final, agreed, signed copy need to be kept.</i>	Agenda		10
					Minutes		
					Memos		
					Supporting papers		
Strategic Management	Corporate Planning and Reporting	The process of preparing business for specific committees/ groups in relation to a project consideration and making the record of discussion, debate and resolutions. <i>Relates to non-governing committees and this includes:</i> - Minutes for building projects - Health and safety committees - Project based minutes	4.1.2	Dispose three years from closure	Agenda		3
					Minutes		
					Memos		
					Supporting papers		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Strategic Management	Strategic Planning and Reporting	The process of preparing business for specific committees/ groups in relation to a project consideration and making the record of discussion, debate and resolutions. <i>Relates to non-governing committees and this includes:</i> - <i>Parish committee meetings</i> - <i>School governor meetings</i> - <i>Building projects meetings</i>	4.1.3	Permanent. <i>Dispose of duplicates if they can be easily identified.</i>	Agendas		
					Minutes		
					Memos - <i>They provide valuable context to meetings and key issues within meetings.</i>		
					Supporting papers		
Strategic Management	Trustees	The process of managing the Finance Office	4.1.4	Destroy end of service + six years	Appointment of governors	<i>In line HR retention for employees</i>	

## 5. Clergy

*NB. For the clergy the date of their death equals the end of their service.*

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Clergy	Clergy Files	Files relating to individual members of the clergy	5.1.1	Retain until clergy age 100. <i>If no details of clergy's age can be found, it will be assumed that they are 25 years old and retention will be calculated on this basis.</i>	Clergy details (clergy's name, dates of service, positions held)	GDPR; The National Archives Retention Scheduling: Employee Personnel Records	7
Clergy	Appointment of Clergy	The process of selection of a priest for a position	5.2.1	Permanent. <i>This mainly relates to correspondence/arrangements in the parish folders.</i>	Records relating to the appointment of a new parish priest Correspondence Arrangements with Parishes	<i>Historical Interest</i>	
Clergy	Expenses/ Grants	Accountable processes relating to payment made to the clergy	5.3.1	Destroy six years + current year	Expense accounts for individuals Expense payments for courses/supplies/travel Mass stipends Insurance cover for travel and holiday Correspondence Approvals/agreements for expenses Grant payments made to priests	Taxes Management Act	1

					and students		
Clergy	Complaints/ Disciplinary	The process of managing complaints against members of the clergy	5.4.1	Destroy six years after closure of case. Records relating to sexual abuse must be kept permanently (IICSA)	Records documenting complaints against members of the clergy	Limitations Act 1980 Inquiries Act 2005	9 & 14
					Correspondence		
					Reports		
					Actions/outcomes of complaints		
					<i>Includes records relating to court/tribunal cases.</i>		
Clergy	Chaplaincy	The process of managing Chaplaincies. <i>For matters relating to the finances/property see Financial Management and Property Management sections above.</i>	5.5.1	Dispose seven years after last action	Arrangement with the Diocese/Parish/location of Chaplaincy (e.g. university/hospital/international Chaplaincy)		
					Management of the Chaplaincy		
					Correspondence		
Clergy	Healthcare	The process of providing private health care to the clergy	5.6.1	Permanent	Details of medical schemes	Commercial	1
Clergy	Healthcare	The process of checking and ensuring the health of the clergy. <i>If information contained within individual clergy files it must be retained until age 100.</i>	5.6.2	Retain until clergy age 100. <i>If no details of clergy's age can be found, it will be assumed that they are 25 years old and retention will be calculated on this basis.</i>	Health Surveillance Records	Limitation Act 1980  Health and Safety at Work Act 1974	6
					Health Questionnaire		
					Medical Clearances		





## 6. Schools

NB for matters relating to finance, property and HR use above sections. This section relates to records that are particular to the management of schools.

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
Schools	Admissions	The process of managing the admissions of students to schools	6.1.1	Life of the policy + three years then review	School admissions policy	School Admissions Code Statutory guidance for admission authorities	13
					All records relating to the creation and implementation of the School Admissions' Policy		
Schools	Admissions	The process of managing the admissions of students to schools	6.1.2	Resolution of case + one year	Appeals made for unsuccessful admissions	School Admissions Code Statutory guidance for admission authorities	13
Schools	School Status	Proposals concerning the change of status of a maintained school. <i>This includes Specialist Status Schools and Academies.</i>	6.2.1	Date proposal accepted or declined + three years	Consultations		13
					Reports/notes on discussions		
					Minutes of meetings		
					Correspondence		
					Applications		
Decisions							
Schools	Agreements	Agreements made with Local Authorities/Companies/Religious Orders in regards to running	6.3.1	Date of Expiry + fifteen years	Agreements	Limitations Act 1980	
					Correspondence		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		the school. <i>This includes agreements for Special Status Schools and Academies.</i>			Reports/notes on discussions		
Schools	Funding	The process of managing and administering funding received by the school	6.4.1	Current year + six years	Records relating to funding/grants received by schools. <i>This includes the Diocese (Finance Office) and the LA.</i>	<i>In line with finance retentions.</i>	
Schools	School Closure	The process of closing of a school	6.5.1	Closure of school + six years	Records relating to the closure of a school		
					Reports/notes on discussions		
					Correspondence		
					Consultations		
					Decisions		
Schools	Re-organisation of Schools	The process of re-organising Catholic Schools within the Diocese. <i>This includes the joining and relocating of schools.</i>	6.6.1	Permanent	Correspondence	Historical Interest	
					Reports		
					Plans		
					Notes/Papers on re-organisation		
					Consultation		
					Approvals/ agreements from Local Authority		
					Diocesan position		
Schools	Reporting	The process of reporting information about the school to		Destroy date of the report + three years	Reports created by the Head Teacher or the Management Team		13

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
		parents/Diocese			Ofsted Reports		
Schools	Reporting	The process of reporting information from departmental committees. <i>This includes the personnel committee, finance committee, building and estates committee.</i>	6.6.2	Destroy date of report + three years	Reports from committees		
					Minutes of meetings		
Schools	Foundation Governors	The process of governing the school through maintaining a Catholic ethos	6.7.1	Destroy date of report + ten years	Annual Reports created under the requirements of the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002	Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171	13
Schools	Foundation Governors	The process of governing the school through maintaining a Catholic ethos	6.7.2	Destroy end of service + six years	Appointment of governors	<i>In line with HR retention for employees</i>	
					Replacement of governors		
Schools	Governing Body	The process of governing the school	6.7.3	Permanent	Instruments of Governance including Articles of Association		13

## 7. General Administration

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
General Administration	Reference material	Information resources that provide staff with guidance and support in the course of their work.  <i>Topics include:</i> - <i>Staff handbook</i> - <i>Disability guidance</i> - <i>Equal opportunities</i> - <i>Guidance for Financial Secretaries</i> - <i>RCIA guidance</i> - <i>IT guidance</i> - <i>Software guidance</i>	7.1.1	Retain as current records in the workplace for convenience, seek to convert into shared electronic resources where possible and destroy original paper copies. <b>Reference material should not be archived - either retain as current or destroy.</b>	Handbooks		3
					Protocols		
					Guidance documents		
					Manuals		
General Administration	Publications	Publications created by Parishes/ Diocese/ Schools.  <i>Ensure that Schools/Parishes are keeping copies of their own publications.</i>	7.2.1	Current year + one year	Newsletters		13
					Magazines		
					Brochures		
					School Prospectus		

Function	Activity	Process	Retention Reference Number	Retention Period	Record Types	Reason	Source
General Administration	Surveys	Initiatives undertaken by Parishes to understand views of Parishioners	7.3.1	Destroy one year after last action	Surveys		
					Responses		
					Analyses		
General Administration	Events	Events undertaken by Parishes.	7.4.1	Destroy one year after last action	Organisation of events		
					Invitations		
					Publications relating to events		
General Administration	General Correspondence	Correspondence which cannot be linked and stored with other records relating to a specific process.	7.5.1	Keep for one year then destroy if no further action <i>Note that correspondence with significant individual (e.g. Pope) should be kept permanently for historical interest.</i>	General Correspondence letters		3
					General Correspondence e-mails		
					General Correspondence faxes		
General Administration	Access to Records	Requests for Information dealt with under the provisions of the GDPR	7.6.1	Closure + five years	Subject Access Request File		3
General Administration	Information and Records Management	The process of ensuring information and records are managed effectively and appropriately in line with legislation and standards	7.7.1	Permanent. <i>Keep only the most recent versions.</i>	Retention Schedule		3
					Records Management Policy		
					Disposal Log		
					Vital Records Log		

## Index of Sources

Source reference	Detailed source information
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