



# Records Retention Policy

## All Saints' Church, Walsoken

Please refer to Document S&S\_Doc\_001 for all Safeguarding and Social requirements.

### Specific Policy

This Safeguarding & Social (S&S) sub-policy controls parish records at church.

This policy guide is intended to provide some brief, practical notes to be used by the various parish officers who find themselves involved in managing records on behalf of our church. The information in this policy has been taken from several sources.

It is to the Diocesan Record Office (The DRO), that parishes should look for additional advice and guidance on the care of record material, ancient or modern.

There are several reasons why we need to manage our records properly. Without proper organisation the sheer volume of records (whether stored in paper or electronic format) can easily become overwhelming. Many areas of our parish activities are subject to external regulation; for example, in areas of child protection, finance, and the preservation and maintenance of our historic buildings; which makes it essential to maintain proper records. Good record keeping, particularly in these areas, demonstrates the Church's wider accountability to society in relation to its activities and reflect the true complexity and diversity of our Church's activities.

Our Church also has theological reasons for managing its records as a testimony of its various activities as part of its continuing witness to Christians, those of other faiths and those of none.

The main purpose of managing our records is to ensure that "The right information is with the right people at the right time".

If records can't be found or are destroyed before they need to be, then the parish may not have the information required to deal with issues that arise.

### Clergy Vacancy

Before a clergy vacancy the safeguarding officer and the exiting clergy must make consideration to the secure storage of safeguarding records during a clergy vacancy.

### Reference Documents

Church of England (Miscellaneous Provisions) Measure 1992.

"Keep or Bin...? The Care of Your Parish Records" – A church of England Document.

The Data Protection Act 1998.

Copyright Designs and Patents Act 1988.

Care of Churches and Ecclesiastical Jurisdiction Measure 1991.

Company Secretary's Handbook, 12th edition.

Patronage (Benefices) Measure 1986.

### Procedure

#### Electronic Records

Whilst information technology has made parish administration much easier our electronic records need to be subject to the same rules of management particularly about retention and destruction as traditional paper records.

It is recommended that parishes routinely tackle the physical preservation of electronic records which are of permanent historical value. It is not recommended to store such records on magnetic media but only in hard copy format in the absence of a supported electronic archive or document management system. Magnetic media can be corrupted, and it is better to capture the permanent copy early in the life of the document (it is recommended that this is done as soon as the final document has been completed).

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It is recommended that.

- 1) Electronic records are backed up and stored away from the original.
- 2) Computers with electronic records have suitable virus protection.
- 3) Webpages have back-ups made regularly.
- 4) Naming. Consider: Is there a recognised term for the subject? Will it be recognised in the future? Try not to use abbreviations unless they are obvious. Can a complete newcomer understand the subject from the folder name, then find the information quickly using the folder name?

Specifically,

- a. Create a folder arrangement that is easy to understand.
  - b. Computer folders should have easily recognised folder name.
  - c. Individual files such as meeting minutes, church reports and policies have easily recognisable names, ideally with a date indicator.
  - d. For documents that are updated it is better to have a version control identifier such that later documents can be identified.
- 5) Security and access: The greatest risk to your records is misplacement, loss and unauthorised access. Shared computers or shared 'cloud-type' drives need to be controlled. Password protected documents are an option but if the password is mislaid it becomes difficult to access.
  - 6) Retention and Deletion: Please see the diagrams in this policy.
  - 7) Emails are one way to preserve documents however they should not be a permanent solution. Some tips on email use are.
    - a. Name the email unambiguously in the subject header. This will help find the information.
    - b. Limit each email exchange to one clear subject wherever possible.
    - c. Remember data requests can be made concerning GDPR so write church emails professionally.
    - d. Most email programs have a "Save email to" function or similar. Use this function to retail important exchanges.

### Storing Paper Records

- 1) Registers and other vital documents should be stored in a safe which should be in a secure, cool and dry place. Avoid basements and attics for this purpose as these are likely to suffer from dampness or high temperatures. However, the records should not be stored in the same place as stationery and general office supplies but in clearly designated areas from where they can be easily retrieved and which they can be safeguarded from fire, flood, theft or unauthorised access.
- 2) Make sure that documents are protected from immediate contact with metal, in cupboard walls, shelves, trays and the like. Make sure that the records are packed in boxes rather than plastic bags. Plastic bags prevent air circulation and can also give off gases harmful to paper.
- 3) Do not place documents at floor level or where leaking water pipes could cause damage. If the area is prone to floods, store well above the known highest flood level.
- 4) Check all electrical circuits have been tested during the last two years. Keep a carbon dioxide fire extinguisher nearby. Use a liquid fire extinguisher only in the last resort.
- 5) If you need advice about storing parish records or about the environmental conditions in which your records are currently stored, please contact your local DRO.

### Protection and Repair of our Documents

Records face deterioration through the direct impact of fire and flood, but usually much more so from more indirect causes such as aging of their component materials and from inappropriate handling. This section sets out the steps you can take to protect your records and if necessary, where you can seek advice and help.

If the documents are in a poor condition, or in case of damage by fire or flood, get in touch with the Diocesan Record Office (the "DRO") as soon as possible, where they will be able to offer advice and assistance. Protect damaged documents first with white blotting paper and then place them within folders. Do not bring any abrasive material such as metal bulldog clips into immediate contact with a fragile document. Do not attempt to dry sodden documents. Store them in a plastic bag in a domestic freezer until advice is available from the DRO or document salvage company.

Do not attempt any type of repair. Repairs need to be carried out under the direction of those with professional expertise. Materials likely to be at hand, such as mass-produced gum or glue, and the transparent self-adhesive strips

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intended for packages and parcels and said to be suitable for repairing printed books, must not be used on any documents, for they themselves in time cause damage.

If a document is damp and smells of mould, isolate it and place it in a natural current of cold dry air. Seek advice as soon as possible, as the mould may still be active.

To avoid blots and smudges which can obscure the original text, make sure that no-one who uses core records for research purposes uses anything but a soft-leaded pencil. It is also important that no one using core records for research purposes eats, drinks or smokes whilst anywhere near your records and that any notebook, laptop or writing paper is not put on top of the records. Encourage the use of reading aids such as foam wedges and weights. Researchers need to be directly supervised to avoid the risk of damage or loss.

### **Data Protection**

The purpose of the data protection legislation is to prevent wrong decisions about people being based on inaccurate data and unauthorised use of personal information. The Data Protection Act 1998 gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

All parishes collect personal information and are subject to The Data Protection Act 1998. A statutory requirement is that every organisation that processes personal information electronically must notify the Information Commissioner's Office (ICO), unless it is exempt. Failure to notify is a criminal offence. Notifications are required to be renewed annually, and this can be done online, and a fee is charged. Most PCCs will be able to claim the exemption from notification as a small not for profit organisation.

There are eight data protection principles which must be managed so that all personal data is kept according to these principles.:

- 1) Personal data shall be obtained and processed fairly and lawfully.
- 2) Personal data shall be obtained only for specified and lawful purposes and shall not be used for any other purpose.
- 3) Personal data should be adequate, relevant and not be more than is necessary to complete the task for which it was collected for. However, keeping records for historical and research purposes are a legitimate reason for keeping records.
- 4) Personal data shall be accurate and, where necessary, kept up to date.
- 5) Personal data should not be kept for longer than is necessary for completion of the task it was collected for.
- 6) Personal data shall be processed in accordance with the rights of data subjects under the Data Protection legislation.
- 7) Personal data should be kept securely and safely with appropriate technical and organisational measures being taken against unauthorised or illegal processing, accidental loss or destruction of personal data.
- 8) Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country ensures an adequate level of protection of the rights of data subjects.

The implication of these principles is that organisations should have procedures in place to cover the review of personal information held on computer files. This means organisations must assess how long they need to keep information for, the purpose for which they are holding it and when it will be destroyed.

The law also provides individuals with important rights, which include the right for individuals to find out what personal information is held on computer and in most paper records.

Should an individual or organisation feel they're being denied access to personal information to which they are entitled or feel their information has not been handled according to the eight principles, they can contact the Information Commissioner's Office for help. Complaints are usually dealt with informally, but if this isn't possible, enforcement action can be taken.

### **Copyright**

Copyright protects the physical expression of ideas, in general, it protects, it protects the maker of a work from appropriation of their labours by another. As soon as an idea is given physical form, e.g. a piece of writing, a photograph, music, a film, a web page, it is protected by copyright. There is no need for registration or to claim copyright in some way, protection is automatic at the point of creation. Both published and unpublished works are protected by copyright for a specified period, typically 70 years from the date of publication or death of the author.

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Copyright law is complex and beyond the scope of this policy; However, use of other's material represented as the intellectual property of All Saints', Walsoken must be avoided.

### Deciding What to Keep

The purpose of this policy is to give parish officers the confidence to distinguish between the records which ought to be kept permanently and those which may safely be thrown away when they are no longer, required for administrative purposes. This advice applies equally whether the records are traditional paper records or have an electronic format. guidance about the retention or otherwise of records has been divided into three categories.

- 1) **The parish must keep:** This section contains the records which parishes are legally required to maintain whilst the records are in use and then to transfer to the Diocesan Record Office when the records have ceased to be of use in the parish.
- 2) **The parish may keep:** This section contains the records, which parishes may keep or may not; parishes are advised to consider keeping these records that may be of permanent interest; however, the Diocesan Record Office may not be able to accept deposits of such records.
- 3) **The parish should dispose of:** This section relates to records, which may be safely disposed of at the end of their administrative life.

### Church Services

#### The parish must keep:

- a) Registers of baptisms, marriages and burials - Permanent (deposit at the Diocesan Record Office)
- b) Registers of banns, confirmations and services - Permanent (deposit at the Diocesan Record Office))

#### The parish may keep:

- a) Registers of marriage blessings
- b) Registers of funerals/interments
- c) An archive copy of any service sheets for special services or any surveys of church attendance.
- d) Photographs of special services, church events, clergy and congregation

#### The parish should dispose of:

- a) Baptism certificate counterfoils, marriage certificate counterfoils, copies of burial and cremation certificates, copies of banns certificates and applications for banns, baptisms and marriage services

### Church Buildings and Property

Churchwardens are required by the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 to compile and maintain (in the form recommended by the Council for the Care of Churches) a terrier and inventory and a logbook giving details of alterations, additions and repairs to, and other events affecting the church or the articles or land belonging to it, and with a note of the location of any other relevant documents.

The churchwardens must send a copy of the inventory to the person designated by the bishop as soon as practicable after it has been compiled, and it would be wise also to send a copy to the Diocesan Registrar if they are not the designated recipient. They must notify the designated recipient of any alterations at intervals laid down by the bishop.

The terrier and inventory and the logbook must be presented by the churchwardens to the PCC at the beginning of each year, together with a signed statement to the effect that the contents are accurate. Mention should be made of new items, losses or disposals.

#### The parish must keep:

- a) Former terriers, inventories and logbooks - Permanent (deposit)
- b) Faculties, and accompanying papers, photographs, plans and drawings - Permanent (deposit)
- c) Plans, correspondence, accounts and photographs relating to major repairs or alterations - Permanent (deposit)
- d) Reports by Council for the Care of Churches, English Heritage and other conservation organisations - Permanent (deposit)

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### **The parish may keep:**

- a) A logbook or scrapbook recording parish events.

### **General Parish Administration**

The core documents are the minutes of the parochial church council and its committees.

If these are still paper documents, but no longer written by hand in bound volumes, it is important that the signed copies of minutes are properly kept. It is recommended that PCC secretaries maintain minutes, produced by a word processor and kept in folders, by the standards outlined in the Company Secretaries Handbook.

### **The parish must keep:**

- a) The signed copies of the PCC minutes and its committees and any accompanying papers and reports - Permanent (deposit)

### **The parish may keep:**

- a) Letters and reports relating to major developments in the parish if they contain important information
- b) An archive copy of questionnaire returns
- c) Any statement as to the conditions, needs and traditions of the parish (a 'parish profile') produced by the parochial church council under the Patronage (Benefices) Measure 1986 on a vacancy in the benefice, as well as other documents held for or on behalf of the parochial church council or churchwardens in relation to the vacancy and the appointment of the new incumbent
- d) Maps of the parish specially prepared for church purposes
- e) Church electoral rolls and parish audits
- f) An archive copy of all printed items, such as booklets, produced by the parish
- g) An archive set, preferably bound, of all parish magazines
- h) An archive set of the weekly notice sheets if the parish does not produce a parish magazine or if the weekly notice sheets contain information of long-term interest

All these documents should be dated.

### **The parish should dispose of:**

- a) Correspondence and other records relating to routine parish administration

### **Parish Finance**

Most parishes generate a considerable quantity of financial records, but not all these need be kept permanently.

### **The parish must keep:**

- a) The annual accounts of all parochial church council funds – Permanent (deposit)

### **The parish should dispose of:**

- a) Other supporting documents, including cash books, bank statements, wages records, vouchers and routine correspondence (more than 7 years old).
- b) Planned giving and gift aid records (more than 7 years old).

However, where Gift Aid Declarations are open-ended in the form 'all my past and future donations', these need to be kept for as long as they are still valid, plus 6 years. Her Majesty's Revenues and Customs have the right to audit them whilst tax claims are still being made and for 6 years thereafter

### **Pastoral Care, Safeguarding and Health and Safety**

In most parishes the clergy will keep records dealing with pastoral matters many of which are likely to be highly confidential. It is recommended that these are disposed of once the matter has been resolved in line with data protection recommendations. Where the subject of the information gives expressed informed permission, it can be very important to pass on the information to another incumbent or another church minister if they move. (This would usually be to their benefit in that subsequent care will be continued).

If these records are being retained for research purposes, such a purpose should be included in the Data Protection notification, if there is one and if deposited in the Diocesan Record Office a closure period of at least 85 years must be applied to the records from the date of the most recent document on the file.

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Permission is not required, unless it can be safely obtained, if failing to pass the information on would mean there is a likely potential risk to a child or vulnerable adult, or such failure would prejudice the detection or prevention of a criminal offence.

The same rules should be applied to any confidential papers relating to the selection of any new incumbent for the parish. Your diocese will be the 'Registered Body' for processing applications to the Disclosure and Barring Service (DBS) on behalf of the Parish. DBS certificates will normally be held at diocesan level by the Registered Body (for up to 6 months). The Parish Child Protection or Safeguarding Representative should keep all their documentation relating to recruitment or other child or vulnerable adult protection securely. Such records must be passed on to subsequent representatives and incumbents. It is strongly recommended a file is kept for each lay employee and volunteer and that this should be kept for a minimum of 50 years after their appointment ceases.

These files should be kept in a locked filing cabinet by the incumbent or in the parish office. It is essential to keep accurate records of any concerns, disclosures and allegations relating to children and vulnerable adults. Facts observed or disclosed should be accurately recorded, signed and dated. If records are being kept without the knowledge of the subject, it should be clearly recorded why this is so, for instance if there is a pattern of behaviour which needs to be monitored or third-party information, such as a letter of complaint or police information. Actions taken and decisions made should be noted. Who is party to the information, for example, the subject of the report, the child's parent etc, 'a need to know' monitoring group for a sex offender, should be recorded.

### **The parish must keep securely:**

- a) A file for each lay member of staff and volunteer
- b) Parish agreement with the diocese on obtaining DBS Disclosures
- c) Letters and other correspondence pertaining to disclosures from the diocese should be kept for as long as those volunteers and employees are in the role for which Disclosure was obtained. DBS certificates must never be duplicated and must be destroyed within 6 months of a recruitment decision being made.
- d) A dated register of those who have been DBS cleared, for administrative purposes (such as ensuring renewals, or to provide a quick reference). However, any copies of actual DBS disclosures should be kept for no longer than 6 months.
- e) Any communication from third parties, e.g. complainants on any matter, the police or Social Services and a factual record of the actions taken

### **Legal Documents**

#### **The parish must keep:**

- a) Title Deeds
- b) Local Ecumenical Partnership Agreements
- c) Pastoral Schemes
- d) Orders in Council for the closure of a churchyard
- e) Charity Schemes

### **Other Parish Records**

In most cases the parish records fall clearly into a category in which they either must be retained or may be destroyed after they cease to be current. However, there is a small number of records where historical value is limited but the bulk is considerable. In such cases it is permissible to retain a representative sample of records to be determined by the parish in consultation with the Diocesan Record Office.

#### **The parish may keep:**

- a) Public notices
- b) Rota duty lists
- c) Routine correspondence

Some of these are records which have been outlined for destruction in the advice given above. If it is decided to sample these records, then the basis for the sample must be determined at the outset and rigidly adhered to. A good basis for sampling is to keep all records in the sample categories for a fixed period, e.g. one month in every year, or one year in every ten.



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### Parish Organisations

Where separate organisations in the parish maintain their own records, they should manage their records against the guidelines outlined above.

### Publications

The service books used by a parish form part of its liturgical history and consideration should be given to keeping a representative sample in the parish. Publications produced by the parish such as parish magazines and church guides for visitors and parish histories should be kept and copies offered to the Diocesan Record Office and to the appropriate local reference library.

- a) A copy of all printed service books, communion booklets, Bibles etc. as they are replaced by new versions
- b) Finely bound altar and desk editions of the Book of Common Prayer and of the Bible
- c) One copy of hymn and prayer books and psalters, service sheets and communion booklets (these are of value for the study of liturgy in the parish)
- d) A copy of each edition of the church guide
- e) One copy of a parish history

### Retention Guidelines

The diagrams section below give suggested minimum periods for keeping each type of parish record less than 100 years old. If you are in any doubt, please seek advice from your Diocesan Record Office.

### Deposit at the at the Diocesan Record Office/Registry

Important material which needs to be kept permanently. It is acceptable to deposit originals with the Diocesan Record Office or Diocesan Registry.

### Destroy

Ephemeral material which can be discarded once its purpose has been served. Do not destroy if there is any possibility that the document may be required as evidence.

### Review/Sample

Material where a proportion needs to be kept, either by reviewing its value after an agreed period, or by taking a sample. Where it is appropriate transfer the whole record series to the Local Record Office to allow the archivists there to take an appropriate sample.

## Forms

None

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### Diagrams

Diagram 1. Church Services Retention

Basic record description	Keep in parish	Final Action
Baptism, marriage, burial, and confirmation registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Banns registers	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Service Registers	Arrange phased transfer to the Archives and Local	Permanent (deposit)
Basic record description	Keep in parish	Final Action
	History Service	
Orders of Service	Arrange phased transfer to the Archives and Local History Service	Permanent (deposit)
Baptism certificate counterfoils; marriage certificate counterfoils; copy burial and cremation certificates; applications for baptisms, banns and marriages	Last entry + 2 years	Destroy
Intercession lists	Last entry + 5 years	Review/Sample



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Diagram 2. Church Buildings and Property Retention

Basic record description	Keep in parish	Final Action
<b><i>Church, furnishing and contents</i></b>		
Faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Terrier and inventory, logbook	Last action + 1 year	Permanent (deposit)
Architects' Quinquennial reports	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the church	Last action + 5 years	Permanent (deposit)
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Organ specifications, contracts, papers	Last action + 5 years	Permanent (deposit)
<b><i>Parsonage House</i></b>		
Plans, photographs, drawings	Last action + 5 years	Review for possible deposit
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the parsonage house	Last action + 5 years	Review for possible deposit
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy
Quinquennial reports	Last action + 5 years	Review for possible deposit
<b><i>Churchyard</i></b>		
Plans, registers of graves, faculties, citations and accompanying records	Last action + 5 years	Permanent (deposit)
Agreements concerning maintenance of churchyard, graves and memorials	Last action + 5 years	Permanent (deposit)
Minutes, accounts, specifications, tenders, contracts, plans, photographs, drawings and other papers relating to major works to the churchyard	Last action + 5 years	Permanent (deposit)
Basic record description	Keep in parish	Final Action
Contracts, tenders and specifications for minor works	Last action + 6 years	Destroy

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Diagram 3. General Parish Administration Retention

Basic record description	Keep in parish	Final Action
<i><b>Incumbent and other ministers</b></i>		
Institutions, admissions, licences	Current year + 6 years	Review for possible deposit
Correspondence concerning appointments	Last action + 5 years	Review/Sample
Union of Benefice papers, pastoral schemes and orders; plurality orders; documents establishing team or group councils; Joint PCCs or District Church Councils, and relevant papers and correspondence	Last action + 5 years	Permanent (deposit)
Ministers' papers relating to major parish developments or parish audits	Last action + 5 years	Permanent (deposit)
Ministers' correspondence and other papers on routine administration	Current year + 3 years	Destroy
Maps of parish boundaries, street lists	Last action + 5 years	Permanent (deposit)
Copies of replies to questionnaires or important circulars	Last action + 5 years	Permanent (deposit)
<i><b>Parochial Church Councils, Team and Group Councils, District Church Councils, etc; Churchwardens and other parish officers</b></i>		
Minutes of Council and Committees, Parochial Church Meetings, and Meetings of Parishioners for Appointment of Churchwardens	Last action + 5 years	Permanent (deposit)
Electoral Rolls	Last complete review + 6 years	Review/Sample
Parish profiles on vacancy in benefice	Last action + 5 years	Permanent (deposit)
Visitation papers	Last action + 5 years	Permanent (deposit)
Basic record description	Keep in parish	Final Action
Copies of replies to Articles of Enquiry	Last action + 5 years	Permanent (deposit)

Diagram 4. Parish Finance Retention

Basic record description	Keep in parish	Final Action
Annual audited accounts	Current year + 6 years	Permanent (deposit)
Cash books, bills, vouchers, bank statements, other subsidiary financial records	Current year + 6 years	Destroy
Planned giving schemes	Current year + 6 years	Destroy unless anonymised
Gift Aid Declarations	Keep <u>as long as</u> they are valid + 6 years	Destroy
Insurance policies – employers' liability	Current year + 40 years	Destroy
Insurance policies – other than employers' liability	Current year + 6 years	Destroy
Church Copyright Licence information	Current year + 6 years	Review/Sample

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Diagram 5. Pastoral Care, Safeguarding and Health and Safety Retention

Basic record description	Keep in parish	Final Action
Accident reporting sheets or book – if relating to adults	Date of incident + 20 years	Destroy
Accident reporting sheets or book – if relating to children	The date when a child became an adult + 20 years	Destroy
A clear Criminal Records Bureau (DBS) certificate or disclosure letter of confirmation.	Within 6 months of the recruitment decision	Destroy
Risk assessment recommendations and management plan in the event of an unclear or blemished DBS disclosure.	50 years after appointment/employment ceases	Destroy
Records of other safeguarding adult or child protection incidents either within the parish or within a family/ by an individual where the Parish was the reporting body or involved in care or monitoring plans. That is, any sex	50 years after the conclusion of the matter.	Destroy
Basic record description	Keep in parish	Final Action
offender risk assessments and monitoring agreements.		
Records of any children's activities, Sunday school/ junior church/youth club registers and related general safety risk assessments. Any communication from parents or other parties in relation to the above.	50 years after the activity ceases.	Destroy
Personnel records relating to lay employees not working with children and vulnerable adults: including annual performance assessments, disciplinary matters, job descriptions, training and termination documentation.	6 years after employment ceases	Destroy
Personnel records with contact with children and vulnerable adults including all documentation concerning any allegations and investigation regardless of the findings.	50 years after the conclusion of the matter.	Destroy
Parish agreement with the diocese on Obtaining CRB Disclosures.	Last action + 5 years	Permanent (deposit)

Diagram 6. Legal Documents Retention

Basic record description	Keep in parish	Final Action
Deeds, Local Ecumenical Partnership agreements, statutory documents etc; title deeds, other documents relating to title, acquisition, disposal, or rights over a property; statutory notices, orders etc, including Orders in Council for closure of churchyard; and relevant correspondence	For all documents in this category, consult the Diocesan Registrar	Permanent (deposit)
Charities: deeds, schemes, orders, minutes, accounts, distribution lists, benefactions	Consult Trustees' Solicitor	Permanent (deposit)

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Diagram 7. Other Parish Records Retention

Basic record description	Keep in parish	Final Action
Public Notices	Current year + 5 years	Consider sampling
Rota Duty Lists	Current year + 2 year	Destroy
Routine Correspondence	Current year + 6 years	Destroy

Diagram 8. Parish Organisations Retention

Basic record description	Keep in parish	Final Action
<i>Parish organisations – Mother's Union., Youth Clubs, choir, bell-ringers etc</i>		
Minutes, reports, accounts	Last action + 5 years	Permanent (deposit)
Membership lists	Last action + 5 years	Destroy
Correspondence and contracts	Current year + 6 years	Review/Sample
Choir register	Current year + 3 years	Review for possible deposit
Music lists	Current year + 3 years	Review/Sample

Diagram 9. Publications Retention

Basic record description	Keep in parish	Final Action
Bibles, Communion Books, Hymn Books, Prayer Books, Psalters and Service Books.	Replace with new versions	Consider keeping one sample copy on replacement
Altar and desk editions of the Bible, Common Book of Prayer and Common Worship.	Replace with new versions	Permanently retain in the parish.
Church Guides and Parish Histories	Replace with new versions	Permanent (deposit)
Parish magazines	Last action + 5 years	Permanent (deposit)
Scrapbooks, newspaper cuttings, brochures, record of gifts, photographs	Last action + 5 years	Permanent (deposit)

## Appendices

None

For internal use only. While every effort has been made to ensure accuracy, this policy does not account for future judicial or church interpretation, decisions or any English legal changes that may alter its basis between revisions. All Saints' Church, Walsoken does not accept any liability resulting from the use of these policies by others. All decisions made based on these policies by others are at their own risk, and All Saints' Church, Walsoken disclaims any liability for losses incurred.