Finance Office Retention Schedule – Abridged Version 1.0

This is an abridged or 'simplified' retention schedule available for day to day use by staff in the Finance Office. To access full retention guidance, additional information relating to the regulation, legislation, standards and relevant authorities of which affect retention decisions, or guidance relating to the use of this resource, please see the full retention schedule. This is available here. This document is not meant as a replacement to the full version, but rather as an additional tool for staff to consult when determining appropriate records retention. For any questions regarding this document, please contact recordsmanagement@rcaos.org.uk or consult the original full retention schedule for more detail. The aims of the retention schedule include:

- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage
- Promote improved Records Management practices within the Finance Office which gives confidence that when information is destroyed it is done so according to well-considered rules
- Create space by following procedures to ensure the timely destruction of records
- Assist in identifying records that may be worth preserving permanently as part of the Diocesan Archive
- 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

Disposal forms are required to be filled out when destroying original records. Any record that is an original version, whether it is an invoices of payment to suppliers or architectural plans must be documented appropriately to provide an audit trail of what was destroyed and when. Disposal forms are available here and as an appendix to this document.

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1.Financial Records			
Reference and Function	Process and record type	Retention	Action
1.1.1 Payroll/Financial Processing	Income tax records (P45), tax code notice or changes (P6), records documenting the preparation and filing of the institution's tax returns, annual return of employees and directors' expenses and benefits (P11D), certificate of pay and tax deducted (P60), records of pension deductions including superannuation, payroll and payroll control account. All related correspondence.	**Six years** + current year	Destroy securely
1.1.2 Payroll/Financial Processing	Expense accounts for individuals, expense payments for courses/supplies/travel, grant payments, approvals/agreements for expenses, wage and salary records. All related correspondence.	**Six years** + current year	Destroy securely
1.1.3 Payroll/Financial Processing	Statutory Maternity Pay records or calculations. All related correspondence.	**Three years** after the end of the tax year in which maternity periods ends	Destroy securely
1.1.4 Payroll/Financial Processing	Statutory Sick Pay records or calculations. All related correspondence.	**Three years** after the end of each tax year for Statutory Sick Pay purposes	Destroy securely
1.1.5 Payroll/Financial Processing	Employer National Insurance Contributions. All related correspondence.	**Three years** after the end of each tax year against which a claim for the Employment Allowance has been made	Destroy securely
1.2.1 Financial Transactions Management	Payments cash book or record of payments made, purchase ledger, invoice – revenue, petty cash records, bank paying in counterfoils, bank statements, bank reconciliations, bills, opening or closing of bank accounts, grant payments, receipts. All related correspondence.	**Six years** from the end of the financial year in which the transaction was made. If Marriage Tribunal payment: ten years	Destroy securely
1.2.2 Financial Transactions Management	Remittance advices. All related correspondence.	**One month** + current date	Destroy securely
1.2.3 Financial Transactions Management	Parish assessments, payment notifications, payment receipts, contribution agreement(s) and arrangements, all other related correspondence.	**Six years** + current year	Destroy securely
1.2.4 Financial Transactions Management	Taxation records, Parish audits, all related correspondence.	**Six years** + current year	Destroy securely
1.2.5 Financial Transactions Management	Financial summaries, financial returns from parishes, financial statements, records relating to Parish financial situation (including Parish debt), Parish finance(s) survey or questionnaire, all related correspondence.	**Six years**	Destroy securely

1.2.6 Financial Transactions Management	Deeds of covenant, Gift Aid declarations, Gift Aid claims (including working papers) mass intentions), mass intentions and their envelopes which are Gift Aided. All related correspondence.	**Six years** after the last payment made. Twelve years if payments outstanding or dispute regarding the deed	Destroy securely
1.2.7 Financial Transactions Management	Donations, collections, Parish gifts, appeals. All related correspondence.	**Six years** from the end of the financial year in which the transaction was made	Destroy securely
1.2.8 Financial Transactions Management	Foundation masses – arrangements, schedules, invoices. All related correspondence.	**Twenty-five years** + current year	Destroy securely
1.2.9 Financial Transactions Management	Foundation masses – generic/general queries and all other correspondence.	**One year** then destroy if no further action	Destroy securely
1.2.10 Financial Transactions Management	Legacies, bequests, wills, estate statements or accounts, administration of estates, inventory of estates, value of assets, distribution of estates, trust deeds. All related correspondence.	**Permanent**	Transfer to archive
1.3.1 Reporting	Consolidated annual reports, consolidated financial statements, statement of financial position, operating statements, all related correspondence.	**Permanent**	Transfer to archive
1.3.2 Reporting	Consolidated monthly & quarterly reports, consolidated monthly & quarterly financial statements, Working papers for the preparation of consolidated reports and statements, monthly accrual statements, cash flow statements, creditor listings and reports, debtor listing and reports, all related correspondence.	**It varies** - when administrative use is concluded, superseding those from the previous period	Destroy securely
1.4.1 Budget and Estimates	Annual Budget and related correspondence.	**Permanent**	Transfer to archive
1.4.2 Budget and Estimates	Draft Budget, draft estimates, departmental budgets and related correspondence.	**Two years** after annual budget adopted by the Finance Office/Parishes	Destroy securely
1.4.3 Budget and Estimates	Quarterly Statements, income and expenditure statements and all related correspondence.	**Once after** next year's annual budget has been adopted by the Finance Office/ Parishes	Destroy securely
1.5.1 Loans	Loan files, loan arrangements/repayments and all related correspondence.	**Seven years** after the loan has been repaid	Destroy securely
1.5.2 Loans	Loan register and related correspondence.	**Permanent**	Transfer to archive
1.6.1 Investments	Expenditure records, bank statements, managed investment distribution statements, correspondence.	**Six years** + current year	Destroy securely

1.6.2 Investments	Investment certificates, investment ledger, investment reports, related correspondence.	**Permanent**	Transfer to archive
1.7.1 Summary Asset Management	Schedules of acquisitions, consolidated current asset reports, summary of current assets, asset registers. All related correspondence.	**Permanent**	Transfer to archive
1.8.1 Financial Property Management	Business rates, non-domestic relief rates, charity relief rates and all related correspondence.	**Six years** + current year	Destroy securely

2.Human Resources Records

Reference and Function	Process and record type	Retention	Action
2.1.1 Recruitment	Vacancies advertising. All related correspondence.	**Six months** after the completion of appointment	Destroy securely
2.1.2 Recruitment	Job descriptions. All related correspondence.	**Six years** after superseded	Destroy securely
2.1.3 Recruitment	Contract of employment. All related correspondence.	**Retain until employee age 100.** *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.*	Destroy securely
2.1.4 Recruitment	Unsuccessful employment applications. All related correspondence.	**Six months** from the completion of an appointment	Destroy securely
2.1.5 Recruitment	Successful applications. All related correspondence.	**Six years** from the termination of employment	Destroy securely
2.1.6 Recruitment	References written by managers about individuals (e.g. to support promotion cases) or for former members of staff and references received for new starters. All related correspondence.	**Six years**	Destroy securely
2.2.1 Termination	Letters of resignation, redundancy, termination, retirement and all related correspondence.	**Retain until employee age 100.** *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.*	Destroy securely
2.3.1 Individual Employees and Employee Files	Employee details (Employee's name, dates of employment, positions held), conditions of employment, disciplinary matters/actions, appraisals, yearly reviews, all related correspondence.	**Retain until employee age 100.** *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.*	Destroy securely

2.4.1 Pension	Pension estimates and awards, pensionable pay at leaving, reckonable service for pension purposes (and actual service where this is different with accompanying reasons as to the difference), amount and date of any contribution, equivalent premium paid, papers about widow's, widower's, children's and other dependant's pensions, papers of pension provider or administrator, any other papers relating to pensions and all related correspondence.	**Retain until employee age 100.** *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.*	Destroy securely
2.4.2 Pension	Annual accounts, actuarial reports, all related correspondence of the reporting and accounting process of pensions.	**Permanently**	Transfer to archive
2.5.1 National Insurance	Employee National Insurance contributions, all related correspondence.	**Three years** after the end of each tax year against which a claim for the Employment Allowance has been made	Destroy securely
2.6.1 Employee Relations	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. Includes records relating to court/tribunal cases and all related correspondence.	**Six years** after last action on file	Destroy securely
2.6.2 Employee Relations	Records documenting grievances raised by an employee which relate directly to his/her own contract of employment, the institution's response, action taken and the outcome. Includes records relating to court/tribunal cases and all related correspondence.	**Six years** after closure of case	Destroy securely
2.7.1 Occupational Health	Health surveillance records, health questionnaires, medical clearances and all related correspondence.	**Forty years** after termination of employment	Destroy securely
2.7.2 Occupational Health	Details of medical schemes and all related correspondence of provision of private health care to employees.	**Permanent**	Transfer to archive
2.7.3 Occupational Health	Medical reports of those exposed to a substance hazardous to health, all related correspondence of the process of monitoring the areas where employees are likely to have come into contact with dangerous substances such as asbestos, lead, radiation or biological agents.	**Forty years** from the date of last entry	Destroy securely
2.8.1 Staff Monitoring	Records documenting an employee's absence due to sickness, sick notes, medical certificates, all related correspondence of the process of monitoring staff attendance and absence.	**Three years** after the end of each tax year	Destroy securely
2.8.2 Staff Monitoring	Records documenting the authorisation and administration of statutory leave entitlement, leave request forms, all related correspondence of statutory leave.	**Six years** from completion of entitlement	Destroy securely

2.8.3 Staff Monitoring	Annual leave request forms, records relating to the administration of an employee's contractual holiday entitlement, all related correspondence of management annual leave.	**Two years**	Destroy securely
2.8.4 Staff Monitoring	Probation reports, appraisals, performance reviews, all related correspondence of the process of monitory staff performance.	**Six years** + current year	Destroy securely
2.9.1 Health and Safety	Incident or accident forms, accident books, investigation reports, all related correspondence to the process of recording incidents or accidents to staff.	**Three years** after closure	Destroy securely
2.9.2 Health and Safety	Training details, training resources or handouts, all related correspondence to the training of health and safety procedures.	**Five years** from end of employment	Destroy securely
2.9.3 Health and Safety	Employer's liability insurance certificates, all related correspondence of employer's liability insurance.	**Forty years**	Destroy securely
2.9.4 Health and Safety	Records relating to legal services in relation to sexual abuse and child protection, all related correspondence which relates to the managing and process of ensuring the safety of minors.	**Permanent**	Transfer to archive
2.10.1 Training and Development	Course or training details, staff assessment details and outcomes, all related correspondence of the process of training staff in relation to their roles.	**Six years**	Destroy securely

3. Property Management Records			
Reference and Function	Process and record type	Retention	Action
3.1.1 Property Acquisition and Disposal - Plans	Plans, architectural drawings.	As to the discretion of Records Management and Archives on a case by case basis - plans that may be of historical interest should be retained **permanently**. Records discerned to be of no historical interest should be disposed of in line with 3.4.1 or 3.4.2	Transfer to archive
3.1.2 Property Acquisition and Disposal	Land registry records, land certificates, valuation surveys, surveyors reports, building surveys, surveys of building condition, title deeds, legal documents relating to the purchase, conveyance or disposal, tender documents, conditions of contracts, photographs, restrictive covenants and all related correspondence of the acquisition of property by purchase, exchange, transfer or conveyance and the disposal of property, land, freehold or leasehold.	**Permanently (if still owned) or until twelve years after property is disposed of**. *Records to be kept permanently if only part of an estate is sold.*	Transfer to archive (for permanent records) or destroy securely
3.1.3 Property Acquisition and Disposal	Lease(s), lease agreements and arrangements, applications for leases, restrictive covenants and all related correspondence of the management of the acquisition of property by lease.	**Fifteen years** from end of lease	Destroy securely
3.1.4 Property Acquisition and Disposal	Mortgage agreements and arrangements, mortgage repayments, repossession of property and all related correspondence of the acquisition of property by mortgage.	**Seven years** after repayment	Destroy securely
3.1.5 Property Acquisition and Disposal	Restrictive covenants, survey reports, legal documents, purchase offers, related correspondence and all related correspondence of the negotiation for properties where the property was not acquired or disposed of (aborted purchases and disposals).	**Six years** from the closure of negotiations	Destroy securely
3.1.6 Property Acquisition and Disposal	Property details, length of tenancy, details of tenants, disputes and issues between tenant and landlord including court cases, all related correspondence to the process of letting and tenancy of Diocesan or Parish owned property. Includes garages, flats, and halls. This refers to tenancy on property to telecom companies, electrical substations and Scout Groups.	**Twelve years** from the termination of tenancy	Destroy securely
3.2.1 Historic Property Papers	Purchase, sale, leasing, renting, conveyance, assignments and all related correspondence which relate to the acquisition and disposal of property that is historical in nature.	**Permanent** for records that are pre 1852	Transfer to archive or offer to parishes

		Transfer to parishes for records that are post 1852; if they decline they are to be held **permanently by the Diocese.**	
3.3.1 Property Arrangements – Diocese renting out property	Agreements relating to the tenancy, service occupancy agreement, tenancy renewal, revision of rent, rent review, disputes or issues between tenant and landlord including court cases, rent arrears or repossession orders, eviction from property, grazing licence, all related correspondence to the process of managing the letting or tenancy of Diocesan or Parish owned property (includes garages, flats, and halls.)	**Six years** after tenancy has expired	Destroy securely
3.3.2 Property Arrangements – Diocese renting property	Agreements relating to the tenancy, service occupancy agreement, tenancy renewal, revision of rent, rent review, disputes or issues between tenant and landlord including court cases, rent arrears or repossession orders, eviction from property, all related correspondence to the process of the Diocese or Parish renting property. This relates mainly to providing accommodation to retired priests.	**Six years** after tenancy has expired	Destroy securely
3.4.1 Property Maintenance and Renovation – Major Renovation	Project files contract for building works, contractor review reports, project specifications, plans for works, installation manuals, certificates of approval, planning applications (only retain those submitted by the Diocese), planning consents, building certifications, collateral warranties, final health and safety files relating to the renovation, surveyors reports, building surveys, survey of building condition, structural survey, business plan, feasibility studies or statements, insurance for building works, budgets for building works, cost reports, and all related correspondence to the process of managing and undertaking major renovations and development of property or land (this can include extensions, external redecorations/refurbishments/building of new areas or properties such as the sanctuary, chapel, sacristy, baptistery or presbytery.)	**Fifteen years** from the end of works	Destroy securely
3.4.2 Property Maintenance and Renovation – Minor Renovation	Maintenance of boilers/ central heating, remedial works and repairs, replacement of fixtures (e.g. lighting), and all related correspondence to the undertaking of minor renovation or repair on property or land owned by the Diocese or Parishes. This includes review/replacement/servicing of heating systems/ boilers.	**Six years** after end of works	Destroy securely
3.5.1 Road Maintenance	Maps of area, plans, notices of works, boundary arrangements and agreements, complaints and queries of scheme, schedule of works and all related correspondence of the activity of maintaining and repairing roads, streets and paths. This also relates to public paths, by-passes etc. that are being accessed by	**Fifteen years** after action is completed	Destroy securely

	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.		
3.6.1 Church Reorganisation and reordering	Records relating to additions to the church such as altars, stained glass windows, organs, statues, narthex or relics. This also includes guidance on reordering of churches (issued by Diocese). It would be important to keep records such as invoices if there is no other record of such changes to the church.	**Permanent**	Transfer to archive
3.6.2 Reordering – Historic Churches Committee	Records relating to the Historic Churches Committee which details applications of changes to churches, with discussions and minutes.	**Permanent**	Transfer to archive
3.6.3 Redecoration and alteration to churches	Records relating to bids/ grants/ applications for funding from bodies such as English Heritage or the Finance Committee such as application forms, feedback and all related correspondence of redecoration or alterations to churches.	**Six years** – unsuccessful applications **Permanent** – successful applications	Destroy securely or transfer to archive
3.6.4 Church Organisation – Grave sites	Plans, registers of graves, any related correspondence of the process of managing graveyards and burial sites in the Diocese	**Permanent**	Transfer to archive
3.6.5 Church Organisation – Bishop visits	Parish visitation reports, preparation for visitation, letters of thanks, all related correspondence to the visitation of Bishops to the parishes	**Three years**	Destroy securely
3.7.1 Listed Status	Applications, supporting papers, feedback, discussion notes, any related correspondence to the process of managing the listed status of Diocesan or Parish property.	**Permanent**	Transfer to archive
3.8.1 Use of Diocesan and Parish property for non-church related activities	Rule books, records of the setting up of a social club, associated arrangements with the Diocese or Parish, financing of the club, license, and all correspondence relating to the use of the property for non-church related activities. This includes: Church Social clubs, Community centres, Nurseries, Karate clubs, After school clubs, Playgroups, Youth clubs, Luncheon clubs, etc.	**Seven years** after the closure of the club. *If the club is still operating refer to the applicable activities to determine retention period. For example if there are invoices look in Financial Management or if there are building maintenance issues look in Maintenance in Property Management.*	Destroy securely
3.8.2 Use of Diocesan and Parish property for	Social club management, issues with staff, administration issues, license, and all correspondence relating to the use of the property for non-church related activities.	**Seven years** after last action	Destroy securely

non-church related activities	This includes: Church Social clubs, Community centres, Nurseries, Karate clubs, After school clubs, Playgroups, Youth clubs, Luncheon clubs, etc.		
3.8.3 Property and Land maintenance – Land and Environment	Tree preservation orders and all related correspondence of the management of the land and environment of Diocesan and Parish owned property	**Seven years** after administrative use concluded	Destroy securely
3.8.4 Property and Land maintenance – Right of Ways and Right of Light	Land Registry documents, disputes and queries, agreements, boundary arrangements, maps, plans, and all related correspondence that which identifies the management of right of ways and right of light.	**Permanent** for property still owned (even in part) **Twelve years** if property in its entirety is sold	Transfer to archive or destroy securely
3.8.5 Property and Land maintenance – Fencing and Pathing	Disputes and queries, agreements, boundary arrangements, maps, plans, and all related correspondence that which identifies the management of fencing, pathing and their boundaries or maintenance.	**Fifteen years** after action completed	Destroy securely
3.8.6 Property and Land maintenance – Environment arrangements and licenses	Applications and certificates, permits, licenses, management of compliance with license conditions, identification of licensing requirements, acquisition and maintenance of licenses and all related correspondence of the management and administration of the property and its surrounding environment through licenses; this includes parking.	**Six years** from the expiry of the licence	Destroy securely
3.8.7 Property and Land maintenance – Environment monitoring	Forms, reports and findings, all related correspondence to the inspection and monitoring of property and its environment.	**Six years** + current year	Destroy securely
3.9.1 Parish Development – Merging or division of Parishes or Diocese	Notes, papers regarding the merge or division, boundary arrangements or agreements, plans, all related correspondence to the merging or division of parishes or the Diocese. This would include the cases of the Parish of Abbey Wood and the proposed (but not executed) division of the Diocese of Southwark and Kent.	**Permanent**	Transfer to archive
3.10.1 Diocesan Development	Records of meetings with residents/parishioners/parents, preliminary considerations, preliminary evaluations, reports or notes on discussions, proposals, tenders, surveys of locations/properties/land, planning applications, planning consents, and all related correspondence of the building or relocation of a new property for the Diocese.	**Permanent** if development goes ahead **Six years** from the closure of negotiations if development does not go ahead	Transfer to archive (for permanent records) or destroy securely

3.11.1 Relationship Management	Reports, formal complaints, actions taken to resolve issues, and all related correspondence to the dealing of issues/queries/disputes with neighbours regarding behaviour.	**One year** after closure	Destroy securely
3.12.1 Health and Safety – Diocesan and Parish property	All corporate health and safety policies, codes of practice, guidance, forms and templates, and all related correspondence ensuring health and safety within Diocesan or Parish owned property.	**Fifteen years**	Review
3.13.1 Fire Safety	Fire risk assessments, fire evacuation procedures, fire log book, fire certificates and all related correspondence ensuring fire safety in Diocesan or Parish owned property.	**Indefinitely -** Whilst still relevant – until reviewed or repeated	Review
3.14.1 Insurance Policy Management	Reports to the insurance committee, reports by the insurance company, insurance register and all related records of the summary management of insurance arrangements.	**Permanent**	Transfer to archive
3.14.2 Insurance Policy Management – insurance certificates	Insurance certificates.	**Forty years** after expiration	Destroy securely
3.14.3 Insurance Policy Management – Property, vehicles and equipment	Insurance renewals, insurance policies, insurance valuations, insurance premiums, inventory of property/contents, surveys of Parish or Diocesan property, generic or general queries regarding insurance and all related correspondence to the process of insuring Diocesan or Parish property, vehicles or equipment against negligence, loss or damage.	**Seven years** after the term of the policy have expired	Destroy securely
3.14.4 Insurance Claims Management	Recording of claims, claim forms, insurance settlements or compensation payments, all related correspondence to the process of insurance claims made by the Diocese or Parishes.	**Three years** after settlement Anything older than 1990 should be disposed of	Destroy securely

4.Strategic Management			
Reference and Function	Process and record type	Retention	Action
4.1.1 Corporate Planning and Reporting – Minutes, meetings and agendas	Agenda, minutes, memos or memoranda/um, supporting papers, appendices and annexes, and all related correspondence to the process of preparing business and making the record of discussion, debate and resolution. This includes: Finance Committee minutes, Trustee minutes, School Governor minutes, Parish Finance Committee minutes, Parish Committee minutes	**Permanent** Only one copy of the final, agreed, signed copy need to be kept	Transfer to archive
4.1.2 Corporate Planning and Reporting – Special project minutes, meetings and agendas	Agenda, minutes, memos or memoranda/um, supporting papers, appendices and annexes, and all related correspondence to the process of preparing business and making the record of discussion, debate and resolution for specific committees or groups in relation to a project.	**Three years** from closure	Destroy securely
4.1.4 Trustees	Appointment of governors and all related correspondence of the process of managing the Finance Office	**Six years** from end of service	Destroy securely

5.Clergy

Reference and Function	Process and record type	Retention	Action
5.1.1 Clergy Files	Details of the clergy (names, dates of service, positions held), their works (charitable, community involvement, advocacy), and all related correspondence to the life and works of the clergy. Records relating to Clergy that fall under the Human Resources function should instead follow that retention; such as National Insurance	**Review when clergy age 100**. 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.	Review
5.2.1 Appointment of Clergy	Records relating to the appointment of a new parish priest, arrangements with parishes, all related correspondence of the selection of a priest for a position.	**Permanent**	Transfer to archive
5.3.1 Clergy Expenses and Grants	Expense accounts for individuals, one off payment expenses for courses, supplies and travel, mass stipends, insurance cover for travel and holiday, grant payments to priests and students, approvals and arrangements of expenses and all related correspondence to the accountable process of payment to the clergy.	**Six years** + current year	Destroy securely
5.4.1 Complaints and Disciplinary of Clergy	Records documenting complaints against members of the clergy, actions or outcomes of such complaints, reports, records relating to court or tribunal cases and all related correspondence relating to the process of managing complaints against members of the clergy.	**Records relating to sexual abuse must be kept permanently (IICSA)** **Six years** after closure of case (all other complaints)	Transfer to archive
5.5.1 Chaplaincy	Arrangement with the Diocese/Parish/location of Chaplaincy (e.g. university/hospital/international Chaplaincy), management of the Chaplaincy, and all related correspondence of the management of Chaplaincies.	**Seven years** after last action	Destroy securely
5.6.1 Healthcare – Private Health Care	Details of medical schemes and all related correspondence as to the provision of private healthcare to the clergy	**Permanent**	Transfer to archive
5.6.2 Healthcare – Health of Clergy	Health surveillance records, health questionnaires, medical clearances and all related correspondence as to the process of checking and ensuring the health of the clergy.	**When clergy age 100**. 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.	Destroy securely

6.Schools			
Reference and Function	Process and record type	Retention	Action
6.1.1 Admissions	School admissions policy, all records (including correspondence) relating to the creation and implementation of the School Admissions' Policy, and any relating correspondence of the management of admissions of students to schools.	**Review three years** after life of policy	Review
6.1.2 Admissions – Appeals	Appeals made for unsuccessful admissions and all related correspondence of such.	**One year** after case is resolved	Destroy securely
6.2.1 School Status	Consultations, reports or notes on discussions, minutes of meetings, decisions, applications, and all related correspondence for proposals or similar concerning the change of status of a maintained school. This includes Specialist Status Schools and Academies.	**Three years** after proposal accepted or declined	Destroy securely
6.3.1 Agreements	Agreements, reports or notes on discussions and related correspondence as to agreements made with Local Authorities/Companies/Religious Orders in regards to the running of the school. This includes agreements for Special Status Schools and Academies.	**Fifteen years** after date of expiry of agreement	Destroy securely
6.4.1 Funding	Records and all related correspondence of funding, grants etc. received by schools. This includes the Diocese/Finance Office and LEA.	**Six years** + current year	Destroy securely
6.5.1 School Closure	Records relating to the closure of a school such as reports or notes on discussions, decisions, consultations and all related correspondence of such.	**Six years** from the closure of the school	Destroy securely
6.6.1 Reorganisation of Schools	Records of the Diocesan position of the reorganisation, reports and plans, notes or papers on the reorganisation, consultation and related papers, approvals or agreements from Local Authorities and all related correspondence of such. This includes the joining, relocating and altering the remit of schools.	**Permanent**	Transfer to archive
6.6.2 Reporting - Committees	Reports from committees, minutes of meetings, related correspondence to the reporting of information from departmental committees which includes the Personnel Committee, Finance Committee, Building and Estates Committee.	**Three years** from the date of the report	Destroy securely
6.6.3 Reporting – To Diocese and Parents	Reports created by the Head or the Management team, Ofsted reports, related correspondence to the sharing or reporting of information of the School to parents and the Diocese	**Three years** from the date of the report	Destroy securely
6.7.1 Foundation Governors – Education Regulations 2002	Annual reports created under the requirements of the Education (Governor's Annual Reports; England; Amendment) Regulations 2002	**Ten years** from the date of the report	Destroy securely

6.7.2 Foundation Governors	Appointments of Governors, replacement of Governors and all related correspondence to the governance of the school by the Foundation Governors.	**Six years** from Governor's end of service	Destroy securely
6.7.3 Governing Body	Instruments of Government including Articles of Associations and all related correspondence to the process of the governing of the school.	**Permanent**	Transfer to archive

7.General Administration			
Reference and Function	Process and record type	Retention	Action
7.1.1 Reference Material	Handbooks, protocols, guidance documents, manuals, and any information resources that provide staff with guidance and support in the course of their work. Topics include: Staff handbook, Disability guidance, Equal opportunities, Guidance for Financial Secretaries, RCIA guidance, IT guidance, Software guidance	**Retain as current** or dispose - Reference material should not be archived	Destroy securely
7.2.1 Publications	Newsletters, magazines, brochures, school prospectus, any publications created by Parishes, the Diocese or Schools. Schools/Parishes should keep copies of their own publications for historical purposes; any versions held in other agencies will be copies and should be destroyed.	**One year** + current year	Destroy
7.3.1 Surveys	Surveys, responses, analyses, related correspondence to initiatives undertaken by the Parish to understand views of Parishioners.	**One year** after last action	Destroy securely
7.4.1 Events	Organisation of events, invitations, publications relating to events, and all related correspondence to events undertaken by Parishes	**One year** after last action	Destroy
7.5.1 General Correspondence	General Correspondence letters, emails or faxes. All other correspondence which cannot be linked and stored with other records relating to a specific process. e.g. arranging meetings, sending copies of agendas/reports, strings of emails where queries are being passed forward.	**One year** after last action *Note that correspondence with significant individuals (e.g. Pope) should be kept permanently for historical interest.*	Transfer to archive (for permanent records) or destroy securely

8.Information and Records Management			
Reference and Function	Process and record type	Retention	Action
8.1.1 Access to records or Subject Access Requests	Subject Access Request (SAR) File, all related correspondence and documentation of all processes required under GDPR 2018, including access and disclosure of records.	**Six years** from closure of SAR	Destroy securely
8.2.1 Records Management	Retention schedule, records management policy, disposal log or registers of records that are destroyed, vital records log, all other records management database such as retrieval, loan and deposits.	**Permanent**	Transfer to archive
8.3.1 Disposal and Destruction of Records	Destruction certificates (both paper and electronic) issued by secure disposal firms; this includes certificates of electronic disposal such as Multi Pass Pattern wiping, Degaussing, Incineration, etc.	**Review -** Six years from date of destruction	Review

PAPER RECORDS DISPOSAL FORM

Parish/Agency Name:	
Name of Person Completing Form: (please print clearly)	
Date:	

Guidance on filling in this form: The *'Description of records'* field can be a general description of the content of the records requiring disposal, and one disposal form can cover several groups of records provided the description is clear and easily understood with the quantity of the records listed. There is no need to record the disposal of ephemeral or transitory material which is disposed of during the course of routine destruction.

CAUTION: A record may not be destroyed if any litigation, claim, negotiation, audit or data protection request involving the record is initiated before the expiration of the retention period. The record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Record Title:	
Description of Records:	
Quantity:	
Date Range (yyyy-yyyy):	
Reason for Disposal: [Refer to the Retention Schedule]	
Date of Disposal:	

DISPOSAL AUTHORITY DECLARATION*:

I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Retention Schedule and that all audit and administrative requirements have been satisfied.

I certify that these records ARE NOT required as part of any litigation, claim, audit, or data protection request and all administrative requirements have been satisfied.

I certify that this document will be retained PERMANENTLY as evidence of the approved destruction.

Authority: Name: Signature:		Date:	

*The manager or nominated deputy are the only authorities who can sign off on disposal