

Section	Documents	Retention period	Reason	Action after Retention Period
Employment	All information relating to recruitment, selection and development whilst in post	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on any disciplinary or grievance matter that is still 'live' on the individual's personnel file, including information on any penalty or warning imposed	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on an individual's health and sickness record, including information on any adjustment made to their working pattern, either on a temporary or permanent basis	6 years after post-holder has left your employment	Limitation Act 1980 ⁽¹⁾	Destroy
	Information on any safeguarding concern or matter in which the employee was involved in any way	75 years after employment/role ceases (see Safeguarding Retention Schedule under Safeguarding below)	Requirements of the Independent Inquiry into Child Sexual Abuse (IICSA)	Not applicable
	Regional Minister personnel records where there are safeguarding allegations/investigations, regardless of the findings	75 years from the date of the ministers death	Requirements of the Independent Inquiry into Child Sexual Abuse (IICSA)	Not applicable
	Parental leave records	18 years from the date of the birth of a child	To enable future employers to check entitlement	Destroy
	Payroll records including correspondence with HMRC	6 years from the end of the financial year the records relate to.	Charities Act and HMRC Rules	Destroy
	Pensions Records	According to the schedules set by the Pension provider		Destroy

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	Application forms and interview notes for unsuccessful candidate	6 months to a year	2010 Equality Act recommends six months. One year limitation for defamation actions under Limitation Act.	Destroy

(1) Six years is generally the time limit within which proceedings founded on contract may be brought

Finance	All financial records – invoices, bills, bank statements, paying in books etc	6 years from the end of the financial year the record relates to	Charities Act and HMRC Rules	Destroy
	Gift Aid declarations	6 years after the last payment was made	HMRC Rules	Destroy
	Legacy information (i.e. documents which relate to a legacy received by the Association)	6 years after the deceased's estate has been wound up	In line with requirements for other financial information	Destroy
	Association Annual Accounts and Reports	10 years ⁽²⁾	Good practice	Archive (e.g. County Archive Office)
	Home Mission grant application	6 years from the end of the financial year the grant relates to	Good practice	Destroy
	Bursary Grants applications	6 years from the end of the financial year the record relates to	Good practice	Destroy

(2) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before sent to archives.

General	Correspondence (including emails)	Unless this relates to any other category of data listed here (e.g. finance, employment, safeguarding etc) correspondence should be kept for as long as is relevant. The Association might find it helpful for staff and volunteers to have an annual 'purge' of all correspondence and destroy any which is no longer relevant.		
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Health and Safety	Reportable accidents / accident book	3 years after date of entry or end of any investigation if later	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Destroy
	Records documenting external inspections	3 years after date of inspection	Good practice	Destroy
Meetings	AGM Meeting Minutes	10 years from the date of the meeting ⁽³⁾	Good practice	Archive (e.g. County Archive Office)
	Trustee Meeting Minutes	10 years from the date of the meeting ⁽³⁾	Good practice	Archive (e.g. County Archive Office)
	Minutes of internal groups	5 years from the date of the meeting	Good practice	Destroy unless of particular value
<i>(3) These should be kept permanently somewhere. 10 years is the suggested minimum period the information is held by the church before sent to archives.</i>				
Membership	Membership List (Names)	Permanent but reviewed and updated regularly	Good practice	To Archive if church closes
	Contact details of Association Members	6 months after the church has ceased to be a member ⁽⁴⁾	Good practice	Destroy
	Association Contact list or Directory	Until new edition has been produced	Good practice	Destroy
<i>(4) Unless individual asks for their details to be removed immediately</i>				
Property	Title Deeds for property (where Association holds their own)	Permanently or until property is disposed of	Limitation Act 1980	Keep copy for 6 years after property has been disposed of

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	Leases	12 years after lease and liabilities under the lease have terminated	Limitation Act 1980	Destroy
	Final plans, designs and drawings of the building, planning consents, building certifications, collateral warranties, records of major refurbishments and redevelopments.	Permanently or until six years after property is disposed of	Limitation Act 1980	Destroy 6 years after property is disposed of
Ministerial Recognition	Nationally Accredited Minister Applications	Permanent until application has been finalised or two years after original application submitted if not completed	Good Practice	Sent to BU for inclusion on the BU Database Ministerial records
	Regionally Recognised Minister Application	Permanent until application has been finalised or two years after original application submitted if not completed	Good Practice	Sent to BU for inclusion on the BU Database Ministerial records
	Locally Recognised Ministerial Application	6 years after retirement or has left post	Limitation Act 1980 ⁽¹⁾	Destroy
Safeguarding	Records of safeguarding incidents, allegations or concerns	75 years after the last contact with the individual concerned		
	Records that relate to safeguarding concerns/allegations about ministers	Kept in Association files until minister moves out of Association		Files to be stored on BU Database
	Risk Assessments/safeguarding contracts concerning known or alleged offenders	75 years after last contact with the individual concerned (A note to be kept of the		

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		existence of the contract, not the contract itself)		
Safeguarding (where no safeguarding incidents or concerns raised)	Registers/records of events or activities	At least 3 years after the event		Destroy
	Parent/carer consent forms	At least 3 years after the event		Destroy
	First Aid/accident forms	At least 3 years after the event		Destroy
	Health and safety risk assessments	At least 3 years after the event		Destroy
Safeguarding (where safeguarding incidents or concerns were raised)	Registers/records of events or activities	75 years after the last contact with the individual concerned		Destroy
	Parent/carer consent forms	75 years after the last contact with the individual concerned		
	First Aid/accident forms	75 years after the last contact with the individual concerned		
	Health and safety risk assessments	75 years after the last contact with the individual concerned		
Disclosure and Barring service (DBS) checks	Record of current ministers settled within the association checks being undertaken	Permanent until minister moves out of association		Details are stored on BU Database
	Record of an accredited ministers DBS check history. (Date of last check and renewal due date)	Permanent until minister moves out of association		Details are stored on BU Database
Discipline	Record of a minister disciplinary procedure relating to a safeguarding allegation/offences	Permanent until a conclusion is reached, then stored on BU Database for 75 years from date of ministers death		BU database policy will dictate action
	Record of an employee disciplinary procedure relating to safeguarding allegations/offences	75 years after employment/role ceases		Destroy

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