

CDBF RETENTION GUIDELINES

The following retention guidelines give suggested minimum periods for keeping various type of diocesan record. If you are in any doubt, please seek advice from the Data Protection Officer.

Key:

Deposit 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 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 Diocesan Record Office to allow the archivists there to take an appropriate sample.

Department: Operations

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently	Retain in the diocesan offices	CiPD Recommendation - Keeping Records Factsheet
Minutes and reports of Health and Safety meetings	Permanently	Retain in the diocesan offices	Church of England - Records and Information Management
Health and Safety Risk Assessments	Keep until replacement. Retain 6 years.	Retain in the diocesan offices	Church of England - Records and Information Management

Department: HR (DBF and TFC)

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21). (See below for accidents involving chemicals or asbestos).	Destroy	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see below).
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends.	Destroy	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended.
Paternity/Shared parental Leave records	You must keep records for at least three years from the end of the tax year they relate to.	Destroy	https://www.gov.uk/shared-parental-leave-and-pay-employer-guide/record-keeping
Coronavirus Job Retention Scheme - records of the furlough agreement including: the amount claimed, claim period for each employee, the claim reference number and calculations in case HMRC need more information. For employees on flexible furlough -usual hours worked and the calculations required.	6 years for furlough records. (The guidance says employers should retain the written furlough agreement for 5 years. But HMRC can retrospectively audit all claims so it is important to keep a copy of all records for 6 years minimum.)	Destroy	The record keeping requirement appears to be in the statutory guidance 'Claim for wages through the Coronavirus Job Retention Scheme'.
First Aid Training	6 Years after employment ends.	Destroy	Health and Safety (First Aid) Regulations 1981.
Fire Warden Training	6 Years after employment ends.	Destroy	Fire Precautions (Workplace) Regulations 1997.
Health and Safety representatives and employees' training	5 Years after employment ends	Destroy	Health and Safety (Consultation with Employees) Regulations 1996; Health and Safety Information for Employees Regulations 1989
Records relating to children and young adults	Until the child/young adult reaches the age of 21.	Destroy	Limitation Act 1980
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place and other records as long as they remain up-to-date and relevant.	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Working time records including overtime, annual holiday, jury service, time off for dependents, etc	2 years from date on which they were made.	Destroy	The Working Time Regulations 1998 (SI 1998/1833)

Parental leave	18 years from the birth of the child.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Personnel files and training records (including contact details, emergency contacts, details about dependants, tax, bank details, annual performance assessment, formal disciplinary records, grievance records, job descriptions, training, termination documentation and working time records)	6 years after employment ceases. (it may be unreasonable to refer to expired warnings after two years have elapsed)	Destroy	CiPD Recommendation - Keeping Records Factsheet Church of England - Records and Information Management
Personnel records relating to employees with contact with children including annual performance assessment, formal disciplinary records, grievance records, job descriptions, training, termination documentation.	Indefinitely after employment ceases.	Destroy (only after Safeguarding Team agreement)	
Resignation and Retirement details	6 years after employment ceases.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Professional Memberships	6 years after employment ceases.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Recruitment application forms and interview notes (for unsuccessful candidates)	6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants documents will be transferred to the personnel file in any event.	Destroy	CiPD Recommendation - Keeping Records Factsheet Church of England - Records and Information Management
References for leavers from the organisation	At least one year after the reference is given to meet the limitation period for defamation claims.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy.	Destroy	CiPD Recommendation - Keeping Records Factsheet

Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently for historical purposes.	Retain in the diocesan offices.	CiPD Recommendation - Keeping Records Factsheet
Statutory Sick Pay records, calculations, certificates, self-certificates	6 years after the employment ceases. The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers must still keep sickness records to best suit their business needs. It's advisable to keep records for at least 6 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there's a personal injury claim, the limitation is 3 years. If there's a contractual claim for breach of an employment contract, it may be safer to keep records for 6 years after the employment ceases. Employers should keep a record of SSP paid because of COVID-19 as this can be claimed back from HMRC for 3 years after the end of the tax year. HMRC may request records.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Terms and conditions/Contract of employment	Review 6 years after employment ceases or the terms are superseded	Destroy	CiPD Recommendation - Keeping Records Factsheet
Flexible Working Requests	18 months following any appeal. This is because a further request cannot be made for 12 months following a request plus allowing for a 6 month tribunal limitation period on top.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Medical history/Record of Disability	6 years after employment ceases.	Destroy	CiPD Recommendation - Keeping Records Factsheet

Occupational Health Reports	6 years after employment ceases.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Driving Records/offences/ Insurance	Details of offences Must be removed once the conviction is spent.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Religious affiliation (where GoR)	Remains on Citrus HR Personnel file until made a leaver. All manual forms destroyed after entry into the system.	Destroy	CiPD Recommendation - Keeping Records Factsheet
UK Visa details / Right to Work in UK	6 years after employment ceases.	Destroy	CiPD Recommendation - Keeping Records Factsheet 2 years after employment ends. As this is only a "recommended" retention guideline, however CDBF decision 6 years plus the current in case there is ever a query going back that far. It is not a statutory retention period.
Ethnicity	Remains on Citrus HR Personnel file until made a leaver. All manual forms destroyed after entry into the system.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Sexual Orientation	Remains on Citrus HR Personnel file until made a leaver. All manual forms destroyed after entry into the system.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Racial and Ethnic Origin	Remains on Citrus HR Personnel file until made a leaver. All manual forms destroyed after entry into the system.	Destroy	CiPD Recommendation - Keeping Records Factsheet

Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	Within 6 months of the recruitment decision being made.	Destroy DBS certificate is not allowed to be retained for longer than 6 months, it is permissible to keep a record of the date of the check; the name of the person; the type of certificate requested and its reference number; the position for which the certificate was requested; and the actions taken. If such records are stored on a central register a cross reference must be held on the file of the individual concerned.	Church of England - Records and Information Management
Payroll wage/salary records (also overtime, bonuses, expenses)	6 years from the end of the tax year to which they relate.	Destroy	Taxes Management Act 1970
Annual Leave Records	2 years after the leave is taken.	Destroy	Church of England - Records and Information Management
Termination of employment, for example early retirement, severance or death in service	At least 6 years although the ICO's retention schedule suggests until employee reaches age 100.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Time cards	2 years after audit.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Health and Safety Policy Statement	6 years and revise.	Revision	Church of England - Records and Information Management
Subject Access Request	1 year following completion of the request.	Destroy	Data Protection Act 2018
Whistleblowing documents	6 months following the outcome (if a substantiated investigation). If unsubstantiated, personal data should be removed immediately.	Destroy	Interest disclosure Act 1998 and recommended IAPP practice.

Department: Finance and Administration (DBF and TFC)

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Accounting records	At least 6 years (or at least 3 years in the case of charitable companies); where Gift Aid payments are received records will need to be maintained for 6 years with details of any substantial donors and to identify 'tainted charity donations' in accordance with HMRC guidance.	Destroy	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006.
Income tax and NI returns, income tax records and correspondence with HMRC	The default standard retention period for HMRC records is 6 years + 1 (current year)	Destroy	Records Management and Retention and Disposal Policy - GOV.UK (www.gov.uk) The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631).
Coronavirus Job Retention Scheme - records of the furlough agreement including: the amount claimed, claim period for each employee, the claim reference number and calculations in case HMRC need more information. For employees on flexible furlough -usual hours worked and the calculations required.	6 years for furlough records. (The guidance says employers should retain the written furlough agreement for 5 years. But HMRC can retrospectively audit all claims so it is important to keep a copy of all records for 6 years minimum.)	Destroy	The record keeping requirement appears to be in the statutory guidance 'Claim for wages through the Coronavirus Job Retention Scheme'.
VAT deferral (COVID-19)	6 years	Destroy	HMRC VAT deferral guidance
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover.	Destroy	National Minimum Wage Act 1998
Payroll wage/salary records (also overtime, bonuses, expenses) (Clergy and Employees)	6 years from the end of the tax year to which they relate.	Destroy	Taxes Management Act 1970
Actuarial valuation reports	Permanently	Retain in the diocesan offices	CiPD Recommendation - Keeping Records Factsheet

Inland Revenue/HMRC approvals	Permanently	Retain in the diocesan offices	CiPD Recommendation - Keeping Records Factsheet
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	Destroy	CiPD Recommendation - Keeping Records Factsheet
Money purchase details	6 years after transfer or value taken	Destroy	CiPD Recommendation - Keeping Records Factsheet
Pension records (Clergy and Employees)	12 years after the benefit ceases	Destroy	CiPD Recommendation - Keeping Records Factsheet
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy.	Destroy	CiPD Recommendation - Keeping Records Factsheet
Accounting Records to comply with the Companies Act 1985, section 221.	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Signed report and accounts.	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Budgets and periodic financial reports	6 years	Destroy	Church of England - Records and Information Management
PAYE and National Insurance records (post April 2004)	6 years plus the current year	Destroy	CiPD Recommendation - Keeping Records Factsheet Church of England - Records and Information Management
Cheques, bills of exchange and other negotiable instruments	6 years	Destroy	Church of England - Records and Information Management
Bank statements and reconciliations	6 years	Destroy	Church of England - Records and Information Management
Stewardship records including accounts, analysis of results, promotional literature and training.	10 years	Destroy	Church of England - Records and Information Management
Parish Accounts. Please note parishes should permanently retain a master set of their accounts.	6 years	Destroy	Church of England - Records and Information Management
Ecumenical Policy and Project Files	Appraise after 20 years and retain those records of historical significance	Destroy or deposit at the DRO	Church of England - Records and Information Management
Staff Expenses Claims	6 years after the claim	Destroy	Church of England - Records and Information Management

Clergy and Employees personnel files (including contact details, tax, and bank details)	6 years after employment ceases	Destroy	CiPD Recommendation - Keeping Records Factsheet Church of England - Records and Information Management
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence (also shared parental, paternity and adoption pay records) (Clergy and Employees)	Statutory retention period: 3 years after the end of the tax year in which the maternity period ends.	Destroy	CiPD Recommendation Statutory authority: The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960) as amended, Maternity & Parental Leave Regulations 1999.
Statutory Sick Pay records, calculations, certificates, self-certificates	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers must still keep sickness records to best suit their business needs. It's advisable to keep records for at least 6 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there's a personal injury claim, the limitation is 3 years. If there's a contractual claim for breach of an employment contract, it may be safer to keep records for 6 years after the employment ceases. Employers should keep a record of SSP paid because of COVID-19 as this can be claimed back from HMRC for 3 years after the end of the tax year. HMRC may request records.	Destroy	CiPD Recommendation - Keeping Records Factsheet

Clergy files (including contact details and bank details)	6 years from the end of the tax year to which they relate.	Destroy	Taxes Management Act 1970
Volunteer files (including contact details and bank details)	6 years from the end of the tax year to which they relate.	Destroy	Taxes Management Act 1970
Contractors and Surveyors contact details and bank details	Contractual records need to be retained for six years after the end of the contract.	Destroy	https://cdn.nationalarchives.gov.uk/documents/information-management/sched_contractual.pdf
Contracts	While six years after the end of the contract may be the retention period for the majority of contractual records, a lesser period will be suitable for many: records relating to contracts that are for £5,000 or less should not be kept for longer than 2 years after the end of the contract records relating to contracts that are for a period of more than ten years should be reviewed when they are five years old to determine whether they are still needed for current business and thus for further retention. Thereafter they should be reviewed every five years. Use link to see Schedule of Contractual Records.	Destroy	https://cdn.nationalarchives.gov.uk/documents/information-management/sched_contractual.pdf
Letting Agents details	6 years as part of data limitation act (again linked to HMRC requirement)	Destroy	https://uklandlordtax.co.uk/record-keeping-landlords/ https://www.gov.uk/runnimg-a-limited-company/company-and-accounting-records
Tenants contact details and bank details	6 years as part of data limitation act (again linked to HMRC requirement).	Destroy	https://uklandlordtax.co.uk/record-keeping-landlords/ https://www.gov.uk/runnimg-a-limited-company/company-and-accounting-records
Grant Applicant Beneficiaries contact details, church membership and bank details	Six years from date of last grant payment.	Destroy	HMRC

Department: Governance and Grants

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Trust deeds and rules	Permanently.	Retain in the diocesan registry	CiPD Recommendation - Keeping Records Factsheet
Trustees' minutes	Permanently.	Retain in the diocesan registry	CiPD Recommendation - Keeping Records Factsheet
Certificate of incorporation	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Signed Memorandum of Association	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Signed Articles of Association	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Annual Return to Companies House	3 years	Destroy	Church of England - Records and Information Management
Board agendas, signed minutes and reports.	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Sealing Register	Permanently.	Retain in the diocesan registry	Church of England - Records and Information Management
Agendas, Signed minutes and Reports of the synod its boards, committees and ad hoc working groups.	Permanently	Deposit at the DRO	Church of England - Records and Information Management
Standing Orders	Permanently	Deposit at the DRO	Church of England - Records and Information Management
Election Candidates personal statements	One year from completion of election.	Destroy	CofE Records Managements Team
Committee Members contact details and personal information	One year from end of term of office. Although records of their membership are kept on CMS.	Destroy paperwork and unneeded documentation.	CofE Records Managements Team
Grant Applicant Beneficiaries contact details, church membership and bank details	Six years from date of last grant payment.	Destroy	HMRC
Grants received (e.g.SDF, DIP)	Six years from date of last grant payment.	Destroy	https://www.legislation.gov.uk/ukpga/2011/25/part/8

Department: Diocesan Advisory Committee

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Diocesan Advisory Committee Agendas, Signed Minutes and Reports.	Permanently	Deposit at the Diocesan Record Office (DRO)	Church of England - Records and Information Management
Register of Petitions	Permanently	Deposit at the Diocesan Record Office (DRO)	Church of England - Records and Information Management
Quinquennial inspections of Churches	Permanently	Deposit at the Diocesan Record Office (DRO)	Church of England - Records and Information Management
Register of all petitions for a faculty	Permanently	Deposit at the Diocesan Record Office (DRO)	Church of England - Records and Information Management
Case Files, whether electronic or paper formats relating to individual churches.	Minimum of 20 years after the last transaction	Consider selective retention.	Church of England - Records and Information Management
Inventories and terriers received from Churchwardens	5 years or until the next quinquennial report.	Destroy	Church of England - Records and Information Management
Petitions Register – Faculties	Permanently	Deposit at the Diocesan Record Office (DRO)	Church of England - Records and Information Management
DAC Members Contact Details and Personal information (including Application Form, References, emergency contacts/spouse, qualifications.)	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy
QI Architect Members Contact Details and Personal information (including References, qualifications.)	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy
External Body/Organisation Contact Details	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy
Parish Contact Details	For as long as there continues to be an Article 6 lawful basis for processing the personal data	Destroy	DBF Data Protection Policy
Contractors and Architects Contact Details	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy

Department: Pastoral

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Local Ecumenical Partnership Agreements (LEP) under Canon B44	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Suspension of Patronage Orders	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Patronage Register and Patrons contact details	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Orders In Council and Church Commissioners Orders	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Pastoral Committee agendas, Signed Minutes and Reports	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Pastoral Schemes	Permanently	Deposit at the DRO.	Church of England - Records and Information Management
Benefice or Parish Information	Appraise after 20 years.	Retain in the diocesan Registry.	Church of England - Records and Information Management
Clergy contact details	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy

Department: Housing and Property

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Asset Registers/Terriers	Permanently	Retain in the diocesan offices	Church of England - Records and Information Management
Deeds, easements and all other record property documents	Permanently	Retain in the diocesan offices	Church of England - Records and Information Management
Title search papers and certificates	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	Church of England - Records and Information Management
Leases and Licences (signed copies)	12 years after the expiry of the lease/Licence (as the case may be).	Destroy	Church of England - Records and Information Management
Subletting agreements (signed copies)	12 years after the expiry of the lease	Destroy	Church of England - Records and Information Management
Wayleave Agreements	12 years after the expiry of the agreement	Destroy	Church of England - Records and Information Management
Landlord's consents	12 years after the expiry of the consent.	Destroy	Church of England - Records and Information Management
Planning consents	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	Church of England - Records and Information Management
Listed building consents	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	Church of England - Records and Information Management
Building Specifications	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	Church of England - Records and Information Management
Architectural drawings, photographs and plans	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	Church of England - Records and Information Management
Bills of Quantity	25 years	Destroy	Church of England - Records and Information Management
Tender Documents	15 years after the completion of contract	Destroy	Church of England - Records and Information Management
Agreements with contractors and consultants	15 years after the completion of contract	Destroy	Church of England - Records and Information Management
Case or property records relating to an individual site in a paper form or as database entry	15 years after sale/transfer.	Destroy	Church of England - Records and Information Management
Building Surveys	12 years	Destroy	(Limitation Act 1980 (Sec 2))
Asbestos Surveys/Management plans	Permanently	Retain in the diocesan offices.	HSE (<u>The Control of Asbestos Reg 2006 SI 2006)</u>

Asbestos Related Works	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	<u>(Limitation Act 1980 (Sec 2)</u>
Electrical Installation Certificates relating to individual properties	Whole life of the installation + 6 years	Hand away to new owner or deposit at the DRO	<u>HSE (Limitation Act 1980 (Sec 2)</u>
Gas Safety Certificates	3 years	Destroy	<u>HSE (Regulation 36(3). (c) of the Gas Safety (Installation and use) Regulations 1998</u>
Responsive Maintenance Work Orders	6 years	Destroy	<u>(Limitation Act 1980 (Sec 2)</u>
All records relating to the refurbishment of the property	Retain until property is sold or transferred	Hand away to new owner or deposit at the DRO	<u>(Limitation Act 1980 (Sec 2)</u>

Department: Archdeacon's Team/Clergy HR

If, having sent any information on, the Archdeacon's Team then hold any personal material for an individual, please ensure this is destroyed unless GDPR states that you have a valid reason or responsibility for retaining this information.

All personal information about clergy must be held together in one place and be managed by the diocesan bishop and his staff, although in larger dioceses it may be necessary for suffragan bishops to hold the personal file of those clergy for whom they are. Those staff who contribute information to clergy personal files (for example, archdeacons) need to be clear about where the file of any cleric is kept and the arrangements for keeping it updated.

The Archdeacon's Team should not keep separate files (other than day to day working papers), and where this is the case a note should be placed on the file to indicate that material is held elsewhere and to explain how it may be accessed. Such working papers should be transferred periodically to the main file.

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Visitation Returns	A minimum of 20 years.	Consider depositing at the DRO	Church of England - Records and Information Management
Parish files	Permanently	Deposit at the DRO	Church of England - Records and Information Management
Clergy Application Form (including employment information, qualifications and training, religious affiliation, recruitment monitoring from, Sexual Orientation, Racial and Ethnic origin)	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	<u>Church of England – Personal Files Relating to Clergy</u>
Role/Parish Profile (No personal details)	Permanently in parish e-folder as forms history to the Parish.	Deposit at the DRO	Church of England - Records and Information Management
Evidence of immigration status and permission to work in the UK (if the cleric is not a British citizen)	20 years from the date of the cleric's death or Date of cleric becoming British citizen (<i>whichever is soonest</i>)	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	Church of England - Records and Information Management
Copies of any 'safe to receive' or Episcopal Reference and Clergy Current Status letters ('CCSL')	70 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	Church of England - Records and Information Management

Application papers – including application form, references, copy licence, deed of institution, Statement of Particulars (where subject to Common Tenure)	Papers relating to successful applications should be held on the file for 20 years from the date of the cleric's death.	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	<u>Church of England – Personal Files Relating to Clergy</u>
Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	Within 6 months of the recruitment decision being made	Destroy DBS certificate is not allowed to be retained for longer than 6 months, it is permissible to keep a record of the date of the check; the name of the person; the type of certificate requested and its reference number; the position for which the certificate was requested; and the actions taken. If such records are stored on a central register a cross reference must be held on the file of the individual concerned.	Church of England - Records and Information Management
Religious affiliation (where GoR)	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	<u>Church of England – Personal Files Relating to Clergy</u>
Ethnicity	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	<u>Church of England – Personal Files Relating to Clergy</u>
Sexual Orientation	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	<u>Church of England – Personal Files Relating to Clergy</u>
Record of safeguarding allegations and concerns – including details of how these are handled, followed-up, actions taken, decisions reached and eventual outcome	70 years from the date of the cleric's death	These should be transferred and held by the Safeguarding Team and on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>
Record of CDM complaints – including copies of the complaint, report on preliminary scrutiny, respondent's answer, supporting evidence, letter recording bishop's decision	70 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>

A brief summary of an allegation of misconduct (not resulting in a formal CDM complaint)	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>
Records of capability inquiries raised under the Capability Procedure – including a record of discussions between a cleric and a member of the bishop's senior staff, evidence of how health issues have been managed (e.g. copies of occupational health reports, note of adjustments made)	20 years from the date of the cleric's death As noted in the Capability Procedure code of practice – spent warnings should be retained on file in a sealed envelope for as long as the office holder remains in post, but should then be destroyed, unless the next post to which the office holder is appointed is designated as a probationary post, or there are other circumstances which justify retaining them	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>
Record of capability issues (where there is no formal capability inquiry)	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>
Record of grievances raised under the Grievance Procedure – including details of the grievance, the process followed and the outcome	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>
Record of significant unresolved financial problems	Keep the record until financial problems have been satisfactorily resolved	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	<u>Church of England – Personal Files Relating to Clergy</u>

Clergy Personnel files (including contact details, accommodation, Date of Birth, Pay details, Marital status, Maternity/Paternity/Shared Parental Leave details, Bank details, Tax Details, Pension details, Annual leave details, Performance details, Emergency contacts, Details about dependants, Medical history/Record of Disability, Occupational Health Reports, appointment details, annual leave details. Sick leave, sabbaticals, MDR/ Supervision, resignation/retirement details, Grant details/Occasional Fee details)	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	Church of England - Records and Information Management
Situation in a parish i.e.: relationships, incidents & issues, future ministry, complaints.	For as long as there continues to be an Article 6 lawful basis for processing the personal data	Destroy	DBF Data Protection Policy
Contractor Details (including contact details, correspondence, reports and plans)	15 years after the completion of contract	Destroy	Church of England - Records and Information Management
Members of the Public contact details and records of conversation	For as long as there continues to be an Article 6 lawful basis for processing the personal data	Destroy (unless it relates to Safeguarding Check first)	DBF Data Protection Policy
Ordinands and Sponsored Candidates contact details and record of decisions/actions/events	Destroy within 6 months	Retain on file until BAP, then destroy	
Trustees and Volunteers contact details, minutes and record of decisions/actions/events	For as long as there continues to be an Article 6 lawful basis for processing the personal data	Destroy	DBF Data Protection Policy
Volunteers contact details, application forms, expense claims and progress reports	Data should not be kept for longer than the purpose for which it was collected. Maximum 6 years after volunteering ceases	Destroy	DBF Data Protection Policy
NCD –contact details and record of correspondence (Clergy, Parish Officers, Lay People, Volunteers) held on Evernote/Churchsuite	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy

Department: Together for Change

Please see Retention periods for Safeguarding, HR and Finance

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Volunteer Personnel Files (Contact details, Date of Birth, Emergency contacts, Application Form)	Data should not be kept for longer than the purpose for which it was collected. Maximum 6 years after volunteering ceases.	Destroy	DBF Data Protection Policy
Member of public/client/service users (Contact details, Date of Birth, Ethnicity)	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy

Department: Safeguarding

Please note that any records which may be relevant to the Independent Inquiry into Child Sexual Abuse should **NOT BE DESTROYED AND MUST BE RETAINED**.

Please note that some of the retention periods in this guidance note may differ from the guidance in previous record management toolkits to Parishes, Diocese and Cathedrals. They reflect the changing requirements in the light of non-current abuse cases and plans are progressing to update and align them.

Safeguarding will hold files for:

Clergy

- Readers
- Lay People
- Parish Employees
- Parish Officers
- Volunteers
- Ordinands/Ordination Candidates/Sponsored Candidates
- Any Individuals (including all in this Safeguarding business function) with Safeguarding concerns or who are involved in a safeguarding case/inquiry including advice where threshold of safeguarding is being considered
- Elected members

Records held by Safeguarding may include:

- Contact details
- Date of Birth
- Criminal record information/Police information
- Local Authority information i.e. LADO/Children and Adult Safeguarding
- Emergency contacts
- Details about dependants/household members
- DBS Check ID documentation
- Confidential declaration information
- Emergency contacts
- Professional memberships
- Religious affiliation (where GoR)
- UK Visa details / Right to Work in UK
- Sexual Orientation
- Racial and Ethnic Origin
- Details relating to disability or additional needs
- References
- Medical Information
- DBS Application Form
- SAR information
- Safeguarding complaints

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Disclosure and Barring Services (DBS) disclosures obtained as part of a vetting and/or employment process	Within 6 months of the recruitment decision being made	Destroy DBS certificate is not allowed to be retained for longer than 6 months, it is permissible to keep a record of the date of the check; the name of the person; the type of certificate requested and its reference number; the position for which the certificate was requested; and the actions taken. If such records are stored on a central register a cross reference must be held on the file of the individual concerned.	Church of England - Records and Information Management
Records of child or adult protection incident or concerns within a Parish/Diocese/Cathedral etc. or family where the church either reports concerns or is involved in supporting and monitoring a child adults or families . This includes risk assessments and 'agreements'	70 years after last contact with the individual concerned.	It is essential that a record of any safeguarding allegations and concerns, and how these are handled-how the information was followed up; actions taken; decisions reached and eventual outcomes - should be kept.	Church of England - Records and Information Management
Records that relate to safeguarding concerns/allegations about Church Officers (paid or unpaid (excluding clergy))- including details of how these are handled, followed up, actions taken, decisions reached and eventual outcome	75 years after employment ceases	Records that relate to safeguarding concerns/allegations about Church Officers (paid or unpaid (excluding clergy))- including details of how these are handled, followed up, actions taken, decisions reached and eventual outcome	Church of England - Records and Information Management
Records of any children's activities, Sunday school/junior church/youth club/choirs and related safety risk assessment	50 years after the activity ceases		Church of England - Records and Information Management
Clergy personnel records –where there are no safeguarding allegations and investigations	Current guidance states 20 years from the date of the cleric's death. In the light of recent noncurrent abuse cases longer retention periods maybe advised	See Guidance from the House of Bishops dated 13 March 2013 ¹	Church of England - Records and Information Management

¹ For full details of all records in this context please see HoB guidance.

Clergy Personal records where there are safeguarding allegations and investigations regardless of the findings	Current guidance states 50 years from the date of the cleric's death. In the light of recent noncurrent abuse cases longer retention periods maybe advised	See Guidance from the House of Bishops dated 13 March 2013	Church of England - Records and Information Management
Personnel records relating to lay workers who do not work with children and vulnerable adults	6 years after employment ceases	See Guidance from the House of Bishops dated 13 March 2013	
Personnel records relating to lay workers whose role involves contact with children and vulnerable adults including applications, references, disciplinary matters, job descriptions, training and termination documentation. It should include all documentation concerning allegations, investigations and risk assessments regardless of the findings	75 years after employment	See Guidance from the House of Bishops dated 13 March 2013	Church of England – Personal Files Relating to Clergy
Record of a Cleric's criminal record check history	70 years from the date of the Church Officer's death	See Guidance from the House of Bishops dated 13 March 2013	Church of England – Personal Files Relating to Clergy
Evidence of clergy personal file being independently scrutinised under the Past Cases Review Protocol – including a note of any action resulting	70 years from the date of the cleric's death	See Guidance from the House of Bishops dated 13 March 2013	Church of England – Personal Files Relating to Clergy
Record of Clergy Current Status Letters	70 years from the date of the cleric's death	See Guidance from the House of Bishops dated 13 March 2013	Church of England – Personal Files Relating to Clergy

Record of Clergy Discipline Measure complaint including copies of the complaint, report on preliminary scrutiny, respondent's answer, supporting evidence, letter recording bishop's decision	Current guidance states 20 years from date of cleric's death. In the light of recent non-current abuse cases longer retention periods maybe advised	See Guidance from the House of Bishops dated 13 March 2013	
Copies of records relating to safeguarding allegations and concerns (this refers to papers being retained in a diocese following the movement of the cleric to another diocese)	70 years from the date of the cleric's death	See Guidance from the House of Bishops dated 13 March 2013	<u>Church of England – Personal Files Relating to Clergy</u>
Record of a cleric's safeguarding training – including the nature of the training, the date of the training and who provided the training	70 years from the date of the cleric's death	See Guidance from the House of Bishops dated 13 March 2013	<u>Church of England – Personal Files Relating to Clergy</u>

Department: Communications

SUBJECT OF THE RECORDS	RETENTION PERIOD	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Policy and Project Files	Appraise after 20 years	Deposit historical material at the at the DRO	Church of England - Records and Information Management
Press Releases	Permanently	Retain in the diocesan offices	Church of England - Records and Information Management
Diocesan Newspapers	Permanently	Deposit at the at the DRO	Church of England - Records and Information Management
Web Site – take a snapshot of at least once a year, and particularly before major changes to the site.	Permanently	Deposit at the at the DRO	Church of England - Records and Information Management
DBS and Safeguarding Details	See Safeguarding section.		
All Contact Details held on CMS	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy
Contact details – ebulletin Registration	Data should not be kept for longer than the purpose for which it was collected.	Destroy	DBF Data Protection Policy
Photographs	Data should not be kept for longer than the purpose for which it was collected. Typically for profiling a post, person or ministry.	Destroy - Delete from all drives.	DBF Data Protection Policy
Contact details – Email Bulletin (via Mailchimp)	Data should not be kept for longer than the purpose for which it was collected.	Destroy. Persons are offered the option to unsubscribe at any time.	DBF Data Protection Policy

Department: Mission and Leadership

Ordination Candidates

SUBJECT OF THE RECORDS	Retention Period if not recommended or candidate leaves the process	Retention Period if recommended to progress in the process	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Vocation registration form	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Incumbent recommendation	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Discernment Adviser report	Retain for up to 10 years	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Candidates' written work	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Diocesan Panel registration form	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Incumbent reference for Diocesan Panel	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Diocesan Panel report	Retain for up to 10 years	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
'Amber' decision plan for candidate	Destroy within 6 months	Retain on file until STAGE 2 PANEL then destroy	Destroy	N/A CDBF Decision
Letter to candidate informing them of a 'red' decision	Retain for up to 10 years	N/A	Destroy	N/A CDBF Decision
Sponsoring Papers part one	Destroy within 6 months	Destroy post-STAGE 2 PANEL, on receipt of Bishop's letter	Destroy	N/A CDBF Decision
Sponsoring papers part two	Destroy within 6 months	Retain on file until ordination	Destroy	N/A CDBF Decision
STAGE 2 INTERVIEWS invitation letter / email from Ministry Division	Destroy within 6 months	Destroy post-STAGE 2 PANEL, on receipt of Bishop's letter	Destroy	N/A CDBF Decision
Psychotherapeutic Assessment report	Destroy within 6 months	Retain on file until ordination	Destroy	N/A CDBF Decision
A/DDO proforma (meeting dates etc.)	Retain for up to 10 years	Destroy post-STAGE 2 PANEL, on receipt of Bishop's letter	Destroy	N/A CDBF Decision
A/DDO file notes	Destroy within 6 months	Destroy post-STAGE 2 PANEL, on receipt of Bishop's letter	Destroy	N/A CDBF Decision
Placement report(s)	Destroy within 6 months	Retain on file until STAGE 2 PANEL, then destroy	Destroy	N/A CDBF Decision
References for STAGE 2 PANEL	Destroy within 6 months	Destroy post-STAGE 2 PANEL, on receipt of Bishop's letter	Destroy	N/A CDBF Decision
Notification of C4	Destroy within 6 months	Retain on file until STAGE 2 PANEL, then destroy	Destroy	N/A CDBF Decision
Statement of financial position (pre-STAGE 2 INTERVIEWS)	Destroy within 6 months	Retain on file until ordination, then destroy when new (pre-ordination) form is received	Destroy	N/A CDBF Decision

Confidential Declaration	Destroy within 6 months	Retain notification until STAGE 2 PANEL, then destroy	Destroy	N/A CDBF Decision
DBS Enhanced Disclosure	Destroy notification	Retain notification until STAGE 2 PANEL, then destroy	Destroy	N/A CDBF Decision
Candidates' full CV	Destroy within 6 months	Retain on file until ordination, then destroy,.	Destroy	N/A CDBF Decision
Digital photo	Destroy within 6 months	Destroy after STAGE 2 PANEL	Destroy	N/A CDBF Decision
STAGE 2 PANEL registration form	Destroy within 6 months	Retain on file until STAGE 2 PANEL, then destroy	Destroy	N/A CDBF Decision
Candidate Formation Plan	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
Ethnic monitoring form	Destroy within 6 months	Destroy after annual summarisation of statistics	Destroy	N/A CDBF Decision
Parish Profile (OLM)	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
PCC resolution (OLM)	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
Draft working agreement (OLM)	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
Evidence of Baptism	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Evidence of confirmation	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
STAGE 1 CAROUSEL Report	Retain for up to 10 years	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
			Destroy	N/A CDBF Decision
STAGE 2 PANEL Report	Retain for up to 10 years	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
Bishop's letter of recommendation	Retain for up to 10 years	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Notice of Acceptance for Ordination Training	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Ministry Division Application for Grant for Ordination training	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Family / single budget form	Retain on file for 7 years	Retain on file for 7 years	Destroy	N/A CDBF Decision
Maintenance grant calculation	Retain on file for 7 years	Retain on file for 7 years	Destroy	N/A CDBF Decision
College reports (including Personal Profile and CV)	Retain for up to 10 years	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Title Letter from Bishop	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision
Statement of financial position (pre-ordination)	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision

Fitness to Work (health) certificate pre-ordination	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
Health Management report / letter (if applicable)	Destroy within 6 months	Retain on file until ordination, then destroy	Destroy	N/A CDBF Decision
File notes / additional sensitive information (e.g. counselling, medical, risk assessments etc.)	Destroy within 6 months	Retain on file until ordination – transfer relevant files to IMD, destroy all others	Destroy	N/A CDBF Decision
Evidence of agreement to the 5 Guiding Principles	Destroy within 6 months	Retain on file until ordination, then transfer to IMD	Destroy	N/A CDBF Decision

Reader Candidates

Record Type	Retention Period if not recommended or candidate leaves the process	Retention Period if recommended to progress in the process	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Vocation registration form	Destroy within 6 months	Retain on file until licensing, then destroy	Destroy	N/A CDBF Decision
Incumbent recommendation	Destroy within 6 months	Retain on file until Diocesan Panel, then destroy	Destroy	N/A CDBF Decision
Discernment Adviser report	Retain on file for up to 10 years	Retain on file until Diocesan Panel, then destroy	Destroy	N/A CDBF Decision
Candidates' written work	Destroy within 6 months	Retain on file until Diocesan Panel, then destroy	Destroy	N/A CDBF Decision
Diocesan Panel registration form	Destroy within 6 months	Retain on file until Diocesan Panel, then destroy	Destroy	N/A CDBF Decision
Incumbent reference for Diocesan Panel	Destroy within 6 months	Retain on file until Diocesan Panel, then destroy	Destroy	N/A CDBF Decision
Diocesan Panel report	Retain on file for up to 10 years	Transfer to Warden of Readers. Retain on file until licensing, then destroy	Destroy	N/A CDBF Decision
Letter to candidate informing them of a 'red' decision	Retain on file for up to 10 years	N/A	Destroy	N/A CDBF Decision

Curates

Record Type	Retention Period if not recommended or candidate leaves the process	Retention Period if recommended to progress in the process	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Clergy Personnel files (including contact details, accommodation details, Date of Birth, Pay details, Marital status, Maternity/Paternity/Shared Parental Leave details, Bank details, Tax Details, Pension details, Annual leave details, Performance details, Emergency contacts, Details about dependants, Medical history/Record of Disability, Occupational Health Reports, appointment details, annual leave details. Sick leave, sabbaticals, MDR/ Supervision, resignation/retirement details, Grant details/Occasional Fee details)	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>
Application Details (including Registration Form/Ministry Division STAGE 2 PANEL Form, Employment information, including work history, Education, Qualifications and Training,	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>
Religious affiliation / beliefs (where GoR)	Successful application forms should be held on the file for 20 years from the date of the cleric's death	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>
UK Visa details / Right to Work in UK	20 years from the date of the cleric's death or Date of cleric becoming British citizen (whichever is soonest)	These will be held on the Blue File. DBF to destroy once transferred and no longer needed for recruitment purposes.	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>
Record of safeguarding allegations and concerns – including details of how these are handled, followed-up, actions taken, decisions reached and eventual outcome	70 years from the date of the cleric's death	These should be transferred and held by the Safeguarding Team and on the Blue File. Once transferred and filed these should no longer be held by other	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>

		DBF departments and destroyed.		
Conduct/Disciplinary/Grievance records	20 years from the date of the cleric's death	These will be held on the Blue File. Once transferred and filed these should no longer be held by other DBF departments and destroyed.	Destroy	<u>Church of England – Personal Files Relating to Clergy</u>
STAGE 2 PANEL Report	Destroy at point of resignation of curacy licence (there will be a copy at Bishop's House in the blue file)		Destroy	N/A CDBF Decision
Candidate Formation Plan	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
File notes / additional sensitive information (e.g. counselling, medical, risk assessments etc.)	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Situation in a parish ie: relationships, incidents & issues, future ministry, complaints.	For as long as there continues to be an Article 6 lawful basis for processing the personal data	Destroy	Destroy	DBF Data Protection Policy
Evidence of agreement to the 5 Guiding Principles	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Title Letter from Bishop	Destroy at point of resignation of curacy licence (there will be a copy at Bishop's House in the blue file)		Destroy	N/A CDBF Decision
Working Agreement	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Training Minister report(s)	Destroy at point of resignation of curacy licence (there will be a copy at Bishop's House in the blue file)		Destroy	N/A CDBF Decision
Lay report(s)	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Schools report(s)	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Parish Safeguarding Officer report(s)	Destroy at point of resignation of curacy licence		Destroy	N/A CDBF Decision
Curate's Portfolio	Arrange for curate to collect after End of Title Assessment (or		Return or Destroy	N/A CDBF Decision

	destroy if curate requests)			
End of Title Assessment report	Destroy at point of resignation of curacy licence (there will be a copy at Bishop's House in the blue file)		Destroy	N/A CDBF Decision

Clergy (CMD)

Record Type	Retention Period if not recommended or candidate leaves the process	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
Retreat & CMD Grant application form(s)	Retain on file until year after the training, then destroy	Destroy	N/A CDBF Decision
Sabbatical Application form(s)	Retain on file until year after the sabbatical, then destroy	Destroy	N/A CDBF Decision
West Midlands Course registrations	Delete personal information from after course then destroy	Destroy	N/A CDBF Decision
CMD course registrations	Delete personal information within 3 months after the event has taken place	Destroy	N/A CDBF Decision
Dropbox – CMD course registrations	Delete personal information from Dropbox within 3 months after the event has taken place	Destroy	N/A CDBF Decision
<i>Relates to paragraph 26</i> Records of any continuing ministerial education ('CME') undertaken	20 years from the date of the cleric's death		

Clergy (MDR)

Record Type	Retention Period	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/ RETENTION SOURCE
MDR Personal Development plan	Pass to Bishop's House for blue file; retain on file for 2 year MDR cycle, then destroy	Destroy	N/A CDBF Decision
MDR summary sheet	Pass to Bishop's House for blue file; retain on file for 2 year MDR cycle, then destroy	Destroy	N/A CDBF Decision
MDR Preparation questions	Sent to MDR Reviewer and then destroyed	Destroy	N/A CDBF Decision
MDR Interim Conversations preparation sheet	Sent to MDR Reviewer and then destroyed	Destroy	N/A CDBF Decision

BCDM / Lay Training

Record Type	Retention Period if not recommended or candidate leaves the process	Retention Period if recommended to progress in the process	DISPOSAL METHOD/ACTION	STATUTORY AUTHORITY/RETENTION SOURCE
Booking spreadsheet	Full information will be kept for 2 Academic Years after registration to a module. After 2 years, data will be registered as 'dormant'. After this point we will only keep name, email address, and details of modules attended (inc attendance and completion of assignments). This is to enable a module completer to return to completing modules after a break – something which the scheme was set up to facilitate. Six years after the final module registration, data will be completely destroyed.		Destroy	N/A CDBF Decision
Mail Chimp	PENDING DEVELOPMENT: as above with one exception. When participants do not register for a module but indicate they would still like to receive information regarding BCDM they will remain on dormant spreadsheet and in MailChimp. Participants can manage their mailing preferences at any point through their Equip Hub account.		Destroy	N/A CDBF Decision