

Christ Church Moreton Hall

Record Retention Schedule

This policy comes into effect immediately following agreement at a PCC meeting dated

27th July 2026

Purpose of This Schedule

This Records Retention Schedule sets out how long Christ Church Moreton Hall will keep different categories of records, in line with:

- UK GDPR and the Data Protection Act 2018
- Church of England Records Management Guide
- Legal, safeguarding, and financial requirements

The aim is to ensure records are kept **only as long as necessary**, securely stored, and disposed of appropriately.

Responsibilities

- The **PCC** is responsible for ensuring compliance.
- The **Data Protection Lead** oversees implementation.
- All staff and volunteers must follow this schedule when handling records.

Retention Schedule Table

Governance Records

Record Type	Retention Period	Notes
PCC Minutes	Permanent	Archive copy retained.
PCC Agenda Papers	6 years	Unless required permanently.
Annual Reports & Accounts	Permanent	Legal requirement.
Electoral Roll	6 years	After the next full revision.

Pastoral Records

Record Type	Retention Period	Notes
Baptism Registers	Permanent	Must be archived.
Marriage Registers	Permanent	Legal requirement.
Banns Registers	Permanent	Legal requirement.
Confirmation Records	Permanent	Parish retains copies.
Funeral Registers	Permanent	Historical and pastoral value.

Safeguarding Records

Record Type	Retention Period	Notes
Safeguarding Case Files	25 years	National safeguarding guidance.
Volunteer Recruitment Records	Duration of role + 6 years	Includes references and checks.
DBS Certificates	Only until expiry date.	Only certificate number retained.

Financial Records

Record Type	Retention Period	Notes
Gift Aid Declarations	6 years after final claim	HMRC requirement.
Financial Accounts & Ledgers	6 years	Standard requirement.
Bank Statements	6 years	Standard requirement.
Payroll Records	6 years	Legal requirement.

Property & Fabric Records

Record Type	Retention Period	Notes
Quinquennial Inspection Reports	Permanent	Required for building history.
Building Plans & Permissions	Permanent	Important for future works.
Contracts & Leases	Duration of contract + 6 years	Legal requirement.

Communication and Administration

Record Type	Retention Period	Notes
General Correspondence	3 years	Unless required longer.
Newsletters & Magazines	Permanent (sample copies)	For parish archive.
Email Communications	1–3 years	Delete when no longer needed.

Personnel and Volunteer Records

Record Type	Retention Period	Notes
Employee Personnel Files	6 years after employment ends	Legal requirement.
Volunteer Records	Duration of role + 3 years	Except safeguarding-related which is 25 years from end of role

Training Records	Duration of role + 3 years	Unless safeguarding-related which is 25 years from end of role
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Hall Hire and Events

Record Type	Retention Period	Notes
Hall Hire Agreements	6 years	Contractual requirement.
Event Booking Forms	3 years	Unless involving safeguarding, which is 25 years from event date
Accident/Incident Reports	3 years (adults) / until age 21 (children)	Legal requirement.

Digital Records

Record Type	Retention Period	Notes
Website Content	Review annually	Remove outdated personal data.
Social Media Content	Review annually	Delete personal data when no longer needed.
CCTV Footage	30 days	Unless required for legal or police investigation.

Secure Disposal of Records

When records reach the end of their retention period, they must be disposed of securely:

- Paper records: shredded or confidential waste service
- Digital records: securely deleted, including backups
- Sensitive records: double-checked before destruction

Records of historical value should be transferred to the **Diocesan Archive**.