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|  | Data Held | Retention Schedule | Guiding document | Action post retention date |
| **Employment**  **/Personnel** (for the purpose of this section pastors are treated as employees) | All information relating to recruitment, selection and development whilst in post | 6 years after post-holder has left our 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 our 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 our employment | Limitation Act 1980 (1) | Destroy |
| Redundancy records | 6 years from date of redundancy | Limitation Act 1980 | 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 |
| 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 | One month from date of interview | 2010 Equality Act recommends six months.  One year limitation for defamation actions under Limitation Act. | Destroy |
| Complaints records | 1 year where complaint referred elsewhere otherwise 6 years from last action | Limitation Act 1980 | Destroy |

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

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| **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 church) | 6 years after the deceased’s estate has been wound up | In line with requirements for other financial information | Destroy |
| Church Annual Accounts and Reports | Min.10 years (2) | Good practice | Archive (e.g. County Archive Office) |
| Payroll records including correspondence with HMRC | See Employment/HR above | See Employment/HR above | See Employment/HR above |

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

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| **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. Churches 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 |

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| **Insurance** | Public liability policies and certificates | Permanently | Historical claims/commercial practice | Store securely, potentially using electronic copy as backup |
| Employer’s liability policies | Permanently | Employers’ Liability (Compulsory Insurance) Regulations 1998 suggests 40 years | Store securely, potentially using electronic copy as backup |
| Sundry insurance policies and insurance schedules | Until claims under policy are barred or 6 years after policy lapses, whichever is longer | Commercial practice | Destroy |
| Claims correspondence | 6 years after last action | Commercial practice | Destroy |

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| **Meetings** | Church Meeting Minutes | Min.10 years from the date of the meeting (3) | Good practice | Archive (e.g. County Archive Office) |
| Trustee Meeting Minutes | Min.10 years from the date of the meeting (3) | Good practice | Archive (e.g. County Archive Office) |
| Minutes of internal groups | Min.5 years from the date of the meeting | Good practice | Destroy unless of particular value in which case send to Archive |

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

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| **Membership** | Church Membership List (Names) | Permanent but reviewed and updated regularly | Good practice | To Archive if church closes |
| Contact details of Church Members and regular attenders | 6 months after individual has ceased to be a member or stopped attending church. [4] | Good practice | Destroy |
| Church Contact list or Directory | 1 year after publication | Good practice | Destroy |

1. *Unless individual asks for their details to be removed immediately*

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| **Property** | Title Deeds for property (where church holds their own) | Permanently or until property is disposed of | Limitation Act 1980 | Keep copy for 6 years after property has been disposed of |
| 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 |

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| **Safeguarding** | | | | |
| Allegations/concerns/ risk assessments/ safeguarding contracts | Records of safeguarding incidents, allegations or concerns | 75 years after last contact with the individual concerned | SAFEGUARDING RECORD KEEPING BUGB guide to record keeping for local Baptist churches The Baptist Union of Great Britain | Destroy |
| Records that relate to safeguarding concerns/allegations about church workers (paid or voluntary) | 75 years after last contact with the individual concerned | SAFEGUARDING RECORD KEEPING BUGB guide to record keeping for local Baptist churches The Baptist Union of Great Britain | Destroy |
| Risk assessments / safeguarding contracts concerning known or alleged offenders | 75 years after last contact with the individual concerned | Destroy |
| Events / activities specifically for children and young people / adults at risk (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 form has been completed | Destroy |
| First Aid / accident forms\* | At least 3 years after the form has been completed | Destroy |
| Health and safety risk assessment\* | At least 3 years after the risk assessment has been completed. | Destroy |
| Employment | Record of a Disclosure and Barring Service (DBS) check being undertaken for a church worker (paid or voluntary) | 75 years after employment / role ceases (Please see BUGB Guide to DBS Checks for more information on what to keep) | Destroy |
| Record of a minister’s DBS check history | 75 years from the date of the minister’s death | Destroy |
| Discipline | Record of a church worker’s (paid or voluntary) disciplinary procedure relating to safeguarding allegations /offences | 75 years after employment / role ceases | Destroy |
| Record of a minister’s disciplinary procedure relating to safeguarding allegations / offences | 75 years from date of the minister’s death |  |

\* The timescale set out in the retention schedule is the default guidance other than exceptional circumstances where insurers may require the church to keep documents for longer, but Shinfield Baptist Church will only do so if this does not contravene the law or good safeguarding practice as advised by BUGB.