

The Parochial Church Council of Witney commits to following the guidance within the Church of England's recommended practices as set out in *Keep or Bin...?* (2009 and subsequent amendments) and the General Data Protection Regulations.

Secretaries, Treasurers, Wardens and Administrators are advised to familiarise themselves with *Keep or Bin...?* (available online) which contains full details of retention and destruction requirements.

The Parish must keep the following, and deposit at the Diocesan Records Office for permanent storage.

- **Registers of Baptisms, Marriages and Burials of Ashes**

Registers of Baptism are stored in individual church safes and Registers of Marriage are stored in St Mary's church safe. Deputy wardens are responsible for passing to the Parish Administrator when a register is full. Records of Burials of Ashes are stored in the grey cabinet at St Mary's.

The Churchwardens and Parish Administrator are responsible for safe storage until deposited at the DRO.

- **Registers of Banns, Confirmations and Admissions to Communion**

Registers of Banns, Confirmations and Admissions to Communion are stored at St Mary's.

The Churchwardens and Parish Administrator are responsible for safe storage until deposited at the DRO.

- **Registers of Services**

Registers of Services are stored in individual churches. Deputy wardens are responsible for passing to the Parish Administrator when a register is full.

The Churchwardens and Parish Administrator are responsible for safe storage until deposited at the DRO.

- **Former terriers, inventories and logbooks**

Churchwardens have delegated responsibility to deputy wardens for recording alterations, additions and repairs to churches.

The terrier, inventory and logbook must be presented by the churchwardens to the PCC at the beginning of each year. Mention should be made of new items, losses or disposals.

A signed statement from the churchwardens to the effect that the contents are accurate will form part of the PCC's Consent Agenda at the first meeting of each calendar year.

Terriers, inventories and log books are stored in individual churches and passed to the Parish Administrator when full.

The Churchwardens and Parish Administrator are responsible for safe storage until deposited at the DRO.

- **Faculties and accompanying papers, photographs, plans and drawings**

Wardens and Deputy Wardens/DCC Secretaries are responsible for collating paperwork and passing to the PCC Secretary when a project is completed.

The PCC Secretary is responsible for safe storage until deposited at the DRO.

Storage, Retention and Destruction Policy

The parish may keep:

- Registers of marriage blessings
- Registers of funerals/interments
- An archive copy of any service sheets for special services or any surveys of church attendance.
- Photographs of special services, church events, clergy and congregation
- Parish magazines and any logbook or scrapbook recording parish events

The parish should dispose of:

- Other supporting documents, including cash books, bank statements, wages records, vouchers and routine correspondence (more than 7 years old)
Responsibility: Churchwardens Frequency: Annually
- Planned giving and gift aid records (more than 7 years old)
Responsibility: Churchwardens Frequency: Annually
- Baptism certificate counterfoils, marriage certificate counterfoils, copies of burial and cremation certificates, copies of banns certificates and applications for banns, baptisms and marriage services (Last entry plus 2 years before destruction)
Responsibility: Churchwardens Frequency: Annually
- Other documentation and electronic records as outlined in *Keep or Bin...?*
Responsibility: Churchwardens and Parish Administrator
Frequency: Annually

A signed statement from the churchwardens to the effect documents have been disposed of correctly will form part of the PCC's Consent Agenda at the first full meeting of the PCC after the date of the APCM.

Electronic records

Electronic copies of documents for permanent storage should be stored on CD/R, DVD media or USB stick in clearly labelled files.

All IT systems used for Parish administration should be protected with passwords and electronic security and be backed up on a regular basis. Backups should be stored in a different building.

The PCC Secretary, Churchwardens and Parish Administrator will go through *Keep or Bin...?* annually and ensure the PCC complies with the requirements. They will decide what needs passing to the Diocesan Record Office. This will be reported to the PCC as part of the Consent Agenda.

The Parish will abide by all General Data Protection Regulations.

Adopted by the PCC 23 January 2020

Signed *Toby Wright*

Counter-signed *Kayleigh Lucas*

Review date January 2023