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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.*

- **Plans, correspondence, accounts and photographs relating to major repairs or alterations**

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.

- **Reports by Council for the Care of Churches, English Heritage and other conservation organisations**

The PCC Secretary is responsible for safe storage and must deposit at the DRO.

- **Signed copies of the PCC minutes and its committees (including DCCs and Standing Committee) and any accompanying papers and reports.**

Signed minutes and accompanying papers and reports are passed to the PCC Secretary at the end of each calendar year.

The PCC Secretary is responsible for safe storage and must deposit at the DRO.

- **The annual accounts of all parochial church council funds**

Signed copies are passed to the PCC Secretary before the APCM

The PCC Secretary is responsible for safe storage and must deposit at the DRO

The parish must keep securely:

- Any file for each lay member of staff or volunteer  
*Responsibility: The Rector                      Stored at The Rectory*
- Parish agreement with the diocese on obtaining DBS Disclosures  
*Responsibility: Safeguarding officer              Stored at The Rectory*
- Letters and other correspondence pertaining to disclosures from the diocese should be kept for as long as those volunteers and employees are in the particular role for which Disclosure was obtained.  
*Responsibility: Safeguarding officer              Stored at The Rectory or with the Safeguarding Officer*
- A dated register of those who have been DBS cleared, for administrative purposes (such as ensuring renewals, or to provide a quick reference).  
*Responsibility: Safeguarding officer              Stored with the Safeguarding Officer*
- Any communication from third parties, e.g. complainants on any matter, the police or Social Services and a factual record of the actions taken.  
*Responsibility: Safeguarding officer              Stored at either the Rectory or in the  
Diocesan Office*
- Title Deeds (if not otherwise on deposit)              *n/a*
- Local Ecumenical Partnership Agreements              *n/a*
- Pastoral Schemes  
*Responsibility: PCC Secretary                      Stored in the Wenman Room, St Mary's*
- Orders in Council for the closure of a churchyard  
*Responsibility: PCC Secretary                      Stored in the Wenman Room, St Mary's*
- Charity Schemes    *n/a*

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 meeting of each calendar year.

## 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 18 January 2018

Signed *Toby Wright*

Counter-signed *Charlotte Tremain*

Review date January 2019