



PIER AVENUE BAPTIST CHURCH

RETENTION SCHEDULE

V1

Adopted: February 2017

Next Review: March 2024

CLASS	TYPE	RETAIN FOR USE	REASON	ACTION
Meetings	Deacons Minutes	Current Year + 6	Good Practice	To Archive: Permanent
	Church Members Minutes	Current Year + 3	Good Practice	To Archive
	Youth Organisation Minutes	Current Year + 3	Good Practice	To Archive
Employment	Employee Tax and Insurance Records	Current Tax Year + 6	Statutory	Secure Disposal
	Insurance Records: Employer's Liability Certificate	Current Tax Year + 40	Statutory	Secure Disposal
	Pension Contribution Records	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Contracts of Employment	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Annual Tax Return	Current Tax Year + 6	Statutory	Secure Disposal
	Expenses Claim	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
Finance	Annual Accounts	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Cash Books	Current Tax Year + 6	Good Practice	Secure Disposal
	Cheque Book/Paying-In Slips	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Financial Statements	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Accounts of Reporting Organisations	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Accounts of Youth Organisations	Current Tax Year + 6	Limitation Act 1980	Secure Disposal
	Gift Aid Records	Current Tax Year + 6	Statutory (& HMRC Guide)	Secure Disposal
Membership	Church Membership Lists	Permanent (Reviewed Annually)	Good Practice	Superseded Copy To Archive, Sub To 30Yr Rule
	Marriage Registers	While Register, Or Church, In Use	Statutory	To Archive: Permanent
	Sunday Schools Registers	Current Year + 6	Good Practice	To Archive
Property	Trust Deeds	Permanent		To Archive: Permanent
	Insurance Policies	Current Year + 40	Commercial Practice	Secure Disposal
	Claims Correspondence	3 Years After Last Action	Commercial Practice	Secure Disposal
	Church Copyright Licence Records	Current Licence Year + 6 Years	Limitation Act 1980	Secure Disposal
	Records of Lettings and Use by External Bodies	Current Year + 1	Commercial Practice	Secure Disposal
Health & Safety	Reportable Accidence/Accident Book	Date of Entry + 3	SI 1995/3163	Secure Disposal
	Records Documenting External Inspections	Date of Inspection + 3	Good Practice	Secure Disposal
General	General Correspondence	Conclusion of Matter + 1 Year	Good Practice	Secure Disposal
	Records of Anniversaries and Commemorations	Date of Event + 10	Good Practice	To Archive
	Church Newsletters and Publications	Date of Issue + 2	Good Practice	To Archive

