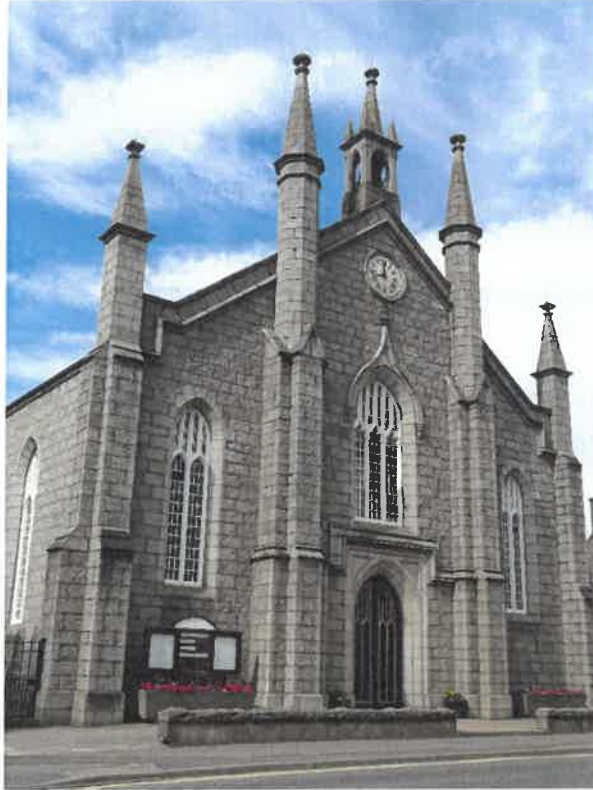


**ST. ANDREW'S PARISH CHURCH OF SCOTLAND, INVERURIE
SC008971**

DOCUMENTS AND DATA RETENTION POLICY



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DOCUMENTS AND DATA RETENTION POLICY

1. Definitions

- a) **Congregation** means St. Andrew's Parish Church of Scotland, Inverurie Scottish Charity Number SC008791.
- b) **Focal Point** means the Treasurer, St. Andrew's Parish Church of Scotland, Inverurie Scottish Charity Number SC008791.

2. Introduction

- 2.1 Church of Scotland congregations gather personal information from individuals and external organisations as well as generating a wide range of personal data, all of which is recorded in documents and records, both in hard copy and electronic form.
- 2.2 Examples of the types of information accumulated and generated are set out in Appendix 1 of this policy and include but are not limited to minutes of Board Meeting minutes; Kirk Session meeting minutes; membership rolls; baptismal information; employment records; newsletters and other communications such as letters and emails.
- 2.3 In certain circumstances it will be necessary to retain documents to meet legal requirements and for operational needs. Document retention is also required to evidence agreements or events and to preserve information.
- 2.4 It is however not practical or appropriate for the **Congregation** to retain all records. Additionally, data protection principles require information to be as up to date and accurate as possible. It is therefore important that the **Congregation** has in place systems for the timely and secure disposal of documents that are no longer required.
- 2.5 This Data Retention Policy was adopted by the **Congregation** on 1 November 2018 and will be implemented on a day to day basis from that date.

3. Roles and Responsibilities

- 3.1 Congregational office bearers and those involved with safeguarding will implement the retention and disposal guidance at Appendix 1 of this policy and strive to keep records up to date.
- 3.2 The **Focal Point** will seek any advice required from the Law Department or Safeguarding Department of the Church Office at 121 George Street if there is uncertainty about retention periods.

4. Retention and Disposal Policy

- 4.1 Decisions relating to the retention and disposal of data should be guided by:-

DOCUMENTS AND DATA RETENTION POLICY

- a) Appendix 1 – Retention Schedule – Guidance on the recommended and statutory minimum retention periods for specific types of documents and records.
- b) Appendix 2 – Quick Guide to document retention.

4.2 In circumstances where the retention period for a specific document or category of documents has expired, a review will be carried out prior to disposal and consideration should be given to the method of disposal.

5. Disposal

5.1 Documents containing confidential or personal information will be disposed of either by shredding or by using confidential waste bins or sacks. Such documentation is likely to include financial details, contact lists with names and addresses and pastoral information.

As an alternative, it is permissible to arrange disposal by secure incineration preferably using biofuel/mass facilities. In this event, then transportation to and witnessing of the incineration must be carried out by a nominated person(s) of the **Congregation** e.g. Board Member, Treasurer, Church Administrator, Session Clerk or an Elder nominated by the Session Clerk.

The **Focal Point** is to be advised prior to undertaking any disposal of documents, irrespective of the method of disposal.

5.2 Documents other than those containing confidential or personal information may be disposed of by recycling or binning.

5.3 Electronic communications including email, Facebook pages, Twitter accounts etc and all information stored digitally must be reviewed and if no longer required, closed and/or deleted so as to be put beyond use.

This should not be done simply by archiving, which is not the same as deletion. It will often be sufficient simply to delete the information, with no intention of ever using or accessing it again, despite the fact that it may still exist in the electronic ether.

Information will be deemed to be put beyond use if the **Congregation** is not able, or will not attempt, to use it to inform any decision in respect of any individual or in a manner that affects the individual in any way and does not give any other organisation access to it.

5.4 Deletion can also be effected by using one of the following methods of disposal:-

- a) Using secure deletion software which can overwrite data;
- b) Using the function of “restore to factory settings” (where information is not stored in a removeable format);
- c) Sending the device to a specialist who will securely delete the data.

Appendix 1-Data Retention Schedule

This Schedule is to be adhered to with respect to all types of documents. Acknowledging that it may not be exhaustive, the **Focal Point** is to be consulted before any disposal actions are implemented.

NOTE: There may be an historic interest in the **Congregation** records. For example, Kirk Session minutes are archived after 50 years. If you think that archiving other records is preferable to destruction If necessary, the **Focal Point** will contact the Department of the General Assembly, which will organise archiving where appropriate.

RECORD TYPE	RETENTION PERIOD
Accounts Payable and Receivables ledgers and schedules	7 years
Annual audit reports and financial statements	Permanent
Annual plans and budgets	2 years
Application for charitable and/or tax-exempt status	Permanent
Arranged accommodation/placements (e.g. overseas visitors)	3 years following end of event/placement
Audit and review workpapers	5 years from the end of the period in which the audit or review was concluded
Bank statements, cancelled cheques, deposit slips	Minimum of 7 years
Business expense records	7 years
Cash/cheque receipts	7 years
Certificates of Transference/Lines	100 years
Congregational Roll	100 years
Construction documents	Permanent
Contracts	7 years following expiration
Databases for mailing lists/distribution	Reviewed annually, delete out of date information
Documents relating to litigation or potential litigation	Until matter is concluded plus 7 years

RECORD TYPE	RETENTION PERIOD
Electronic fund transfer documents	7 years
Employee expense reports	7 years
Employee/appointments records including: contracts, time records etc	Duration of employment + 7 years
Environmental studies	Permanent
Filings of fees paid to professionals	7 years
Fixed Asset Records	Permanent
General ledgers	Permanent
Hazardous material exposures	30 years
Injury and Illness Incident Reports (RIDDER)	5 years
Insurance claims/ applications	Permanent
Insurance contracts and policies (Directors and Officers, General Liability, Property, Workers' Compensation)	Permanent
Insurance disbursements and denials	Permanent
Invoices	7 years
Journal entries	7 years
Leases	7 years after expiration
Minutes of Meeting-Board, Kirk Session	50 years - permanent. After 50 years pass the minutes to the principal clerk's office, who then liaise with the National Records of Scotland for archiving.
Minutes of Meetings-Other	6 years
Miscellaneous contact information	Delete once there is no longer a requirement to hold such information
OSCR filings	5 years from date of filing

RECORD TYPE	RETENTION PERIOD
Payroll Records	Minimum, 7 years. No maximum
Pension plans and retirement records	Permanent
Petty cash vouchers	7 years
Pre-employment enquiries/applications/notes/letters/references	6 months after completion of recruitment (unless data to be retained for a future similar opportunity, in which case 1 year)
Property/buildings documentation (including loan and mortgage contracts, title deeds)	Permanent
Records of financial donations	7 years
Records relating to potential, or actual, legal proceedings	Conclusion of any tribunal or litigation proceedings + 7 years
Resolutions	Permanent
Safeguarding - Audit for Congregations and Presbyteries	100 years
Safeguarding - Complaints concerning people	100 years
Safeguarding - Confidentiality Agreements	100 years
Safeguarding - Covenants of Responsibility (managing those who pose a risk)	100 years
Safeguarding - Risk Assessments	100 years
Safeguarding - Service confirmation of advice, emails, letters	100 years
Salary schedules; ranges for each job description	2 years
Sales and purchase records	5 years
Tax records	Minimum 7 years
Volunteer records	Duration of placement + 7 years
Warranties	Duration of warranty + 7 years

Appendix 2-General guidance for documents NOT included in the retention schedule.

On-going business use is subjective, but generally refers to documents still required for on-going projects, or documents that may still need to be referred to for on-going activities.

