

## Bishops' Office Retention Policy – Appendix 5

This policy is based on guidance issued from the House of Bishops and the Church of England Records Centre, along with decisions made in the Bishops' Office and agreed with the Diocesan Bishop. When new national guidance is issued this policy should be updated to reflect this. The source of each decision on retention is detailed in the table below.

Source key:

P - Personal Files Relating to Clergy – Policy for Bishops and their staff May 2018

C – Cherish or Chuck...? The Care of Episcopal Records December 2009

B – Decision in Bishops' Office (see GDPR decision log for date of decision)

D – Peterborough DBF Document Retention Policy April 2018

Record type	Retention period	Final action	Source
Privacy notice on blue file or LLM file	For length of time data to which the note refers is held	Destroy	P
Birth, Marriage, Confirmation, Baptism Certificate	20 years from the date of the cleric's death	Destroy	P
Evidence of immigration status and permission to work in the UK	20 years from the date of the cleric's death or date cleric becomes British citizen (whichever is sooner)	Destroy	P
Clergy contact information	Blue file copy – see note on Blue File retention Database – whilst cleric remains in post in the diocese, or if retiring from post whilst bishop retains pastoral responsibility for the retired cleric	Blue file copy – destroy  Database – permanently delete	P  B
Qualification Certificates	20 years from the date of the cleric's death	Destroy	P
CV since leaving school (Register of Ministers Form)	20 years from the date of the cleric's death	Destroy	P
Register of Ministers Form	Hard copy – see guidance on blue file (below) Database log of date – whilst cleric remains in a licenced role in the diocese	Hard copy – destroy  Database – permanently delete	P  B
Clergy date of birth	Hard copy – see guidance on blue file (below) Database log of date – whilst cleric remains in a licenced role in the diocese	Hard copy – destroy  Database – permanently delete	P  B
Faculty under C4 (ordained)	20 years from the date of the cleric's death	Destroy	P
Application for Faculty under C4	Until faculty received	Destroy	B
Faculty under C4 (not recommended by BAP)	10 years from date of faculty	Destroy	B

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
Bishop's Advisory panel report, penultimate and final year of training reports from training institution	20 years from the date of the cleric's death	Destroy	P
Letter of orders	20 years from the date of the cleric's death	Destroy	P
Permission under the Overseas and Other Clergy (Ordination and Ministry) Measure 1967	20 years from the date of the cleric's death	Destroy	P
Safe to Receive Letters, Episcopal References and Current Clergy Status Letters (CCSL)	70 years from the date of the cleric's death	Destroy	P
Application papers and references for successful applications	20 years from the date of the cleric's death	Destroy	P
Licences, deeds of institution, permission to officiate	20 years from the date of the cleric's death	Destroy	P
Statement of Particulars	20 years from the date of the cleric's death	Destroy	P
Curate training documents	Blue file copy – see guidance on blue files (below) Curate Training Officer papers – to be passed to bishops office on curate sign off. Retained in the bishops office for a further 5 years.	Blue file copy - destroy  Curate training officer papers – destroy	P  B
Ministerial Development Review reports (MDR)	Blue file copy - 20 years from the date of the cleric's death Database log and copy – whilst cleric remains in a licensed role in the diocese Word copy of S Drive – whilst cleric remains in a licensed role in the diocese	Destroy  Permanently delete  Permanently delete	P  B  B
Record of continuing ministerial education (CME)	20 years from the date of the cleric's death	Destroy	P
Criminal Records Check certificate	6 months from date of recruitment decision to which they relate – can be retained for longer periods exceptional circumstances and where the Disclosure and Barring Service have been consulted	Destroy	P
Record of cleric's criminal records check history (DBS)	Blue file copy - 70 years from the date of the cleric's death	Blue file copy – Destroy	P

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
	Database information – whilst DBS remains valid (currently 5 years from issue date)	Database copy – permanently delete	D
Clergy Criminal Records	70 years from date of cleric's death	Destroy	B
Record of safeguarding concerns	70 years from the date of the cleric's death  If file forwarded to another diocese prior to the cleric's death, copies of papers to be kept in diocese 70 years from the date of the cleric's death	Destroy	P
Record of Past Case Review	70 years from the date of the cleric's death	Destroy	P
Record of safeguarding training	Blue file copy - 70 years from the date of the cleric's death Database information – retain most recent date for each type of training	Blue file copy - Destroy  Database- permanently delete	P  B
CDM complaints	70 years from the date of the cleric's death  If file forwarded to another diocese prior to the cleric's death, copies of papers to be kept in diocese 70 years from the date of the cleric's death	Destroy	P
Informal complaints about clergy (not safeguarding)	Each case reviewed five years after complaint	Destroy	B
Clergy health concerns	20 years from the date of the cleric's death	Destroy	B
Record of enquiries raised under Capability Procedure	20 years from the date of the cleric's death	Destroy	P
Capability issues (no formal enquiry)	20 years from the date of the cleric's death	Destroy	P
Record of significant unresolved financial problems	Until the financial problem has been satisfactorily resolved	Destroy	P
Personal file after cleric's death	70 years from the date of the cleric's death	Destroy	P
Record of transfer of blue files	Permeant	Archive	B
Clergy announcements	Electronic file – 10 years  Office paper copy – archive  Blue file copy – 20 years after death of cleric	Electronic file – permanently delete Office paper copy – archive in Palace Blue file copy - destroy	B

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
All papers and notes relating to unsuccessful applications for roles, including, but not limited to, application forms, references, CCSLs, interview notes	6 months after the date of appointment (for papers relating to internal appointments) or until file is sent to another diocese (for external posts)	Destroy	C
Clergy one off permission to officiate	One year after date of service given permission to take	Destroy	B
Lambeth list	Retain until superseded by updated version	Destroy	B
LLM selection papers	20 years after licence ceases	Destroy	B
LLM contact details	20 years after licence ceases	Destroy	B
LLM date of birth	20 years after licence ceases	Destroy	B
LLM training records	20 years after licence ceases	Destroy	B
LLM licences	20 years after licence ceases	Destroy	B
LLM ministerial reviews & working agreements	20 years after licence ceases	Destroy	B
LLM DBS certificate	6 months after certificate	Destroy	B
LLM record of DBS certificates	70 years after licence ceases	Destroy	B
LLM record of safeguarding training	70 years after licence ceases	Destroy	B
Spiritual director's contact details	20 years after ministry ceases	Destroy	B
Spiritual director's DBS certificate	6 months after certificate	Destroy	B
Spiritual director's record of DBS certificates	70 years after ministry ceases	Destroy	B
Spiritual director's record of safeguarding training	70 years after ministry ceases	Destroy	B
Lay employees personnel files (not working with children or vulnerable adults)	6 years after employment ceases	Destroy	C
Lay employees personnel files (working with children and vulnerable adults)	At least 75 years after employment ceases	Destroy	C
Lay employee annual leave records	2 years after leave is taken	Destroy	C
Clergy widow(er)s contact details	Retain on database until widow(er)s death	Permanently delete	B
Retired clergy contact details (not licenced)	Retain on database until clergy person's death	Permanently delete	B
Churchwarden contact details	Retained on database whilst churchwarden holds office	Permanently delete	B

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
Generic information concerning recruitment – advertisement, interview records, interview questions etc	3 years after appointment	Destroy	C
See house feasibility studies	Retain Permanently	Archive	C
See House conservation (environmental and historical) statements	Retain permanently	Archive	C
See House maintenance tests and statutory certificates (not asbestos)	12 years after expiry or superseded	Destroy	C
Asbestos inspection and records of clearance works	40 years	Destroy	C
See House routine maintenance and architectural records (not asbestos)	5 years	Destroy	C
Historical / heritage architectural drawings, books, plans, photographs, valuations	Retain permanently	Archive	C
Garden plan, planting plans, associated documentation	Retain permanently	Archive	C
Financial accounts	7 years	Destroy	C
Charitable Trusts	Information concerning trusts whilst trust still active Awards to specific people 7 years	Destroy	B
Papers relating to bishops' national commitments	Term bishop remains involved	Destroy	C B
Circulars and papers from NCI	Only retained if not available through another online source. Retained for length of time document is relevant	Destroy	B
Information relating to bishops' role as patron, trustee, vice president etc of charities and causes	Term bishop remains involved	Destroy	C B
Parish files	Retain permanently	Archive	C
Permission for Communion by Extension	6 months after service taken	Destroy	B
Vacancy files	6 months after appointment	Weed (destroy weeded documents) and move to parish or clergy file as appropriate	C
Subject files	Are there any which aren't covered by other categories?		B
Emails containing personal information	6 months in Outlook (with deleted box being emptied)	Permanently delete	B

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
	annually). Hard copy see guidance on specific subject email relates to		
General emails	1 year	Permanently delete	D
Electronic copies of correspondence sent from the bishops' office	Cherish or chuck recommends term of bishop's office	Permanently delete	B
Information on events	Personal information- one month after completion of event Generic information –term of bishop's office?	Permanently delete	B
Christmas card lists	Personal information – one month after cards are sent. Generic information- until next year's cards have been sent	Permanently delete	B
Bishops' Diary (print of electronic diary)	30 years	Destroy	C
Articles written by the bishop	Term of the Bishops' Office	Dispose as bishop chooses	C
Bishops Management Group Meeting notes	Retain permanently	Archive	C
Special marriage licences including requests for marriage of divorcees	30 years Is this held by registry?	Apprise with DRO	C
Bishops Act Books	Retain permanently (Registry)	Archive	C D
Patronage Register	Retain permanently (Registry)	Archive	C D
Consecration Register	Retain permanently (Registry)	Archive	C D
Institution Register	Retain permanently (Registry)	Archive	C D
Register of Licences	Retain permanently (Registry)	Archive	C D
Sealing Registers	Retain permanently (Registry)	Archive	C D
Orders in Council and Church Commissioners Orders	Retain permanently (Registry)	Archive	C D
Suspension of Patronage Orders	Retain permanently (Registry)	Archive	C D
Legal Opinions and Rulings	Retain permanently (Registry)	Archive	C D
Ordination Certificates	Retain permanently (Registry)	Archive	C D
Marriage Licence affidavit forms	Retain permanently (Registry)	Archive	C D
Clergy Discipline records	Retain permanently (Registry)	Archive	C D

<b>Record type</b>	<b>Retention period</b>	<b>Final action</b>	<b>Source</b>
Local Ecumenical Partnership Agreements (LEP) under Canon B44	Retain permanently	Archive	D

**Review of policy**

This policy will be reviewed annually from the creation of this document.

Last review:

Next review: