

Appendix 1

Retention Schedules – what is kept and for how long

The following agreed common retention periods apply to particular categories of information held in clergy personal files while those files are held under the management of the bishop.

Record type	Retention period
<i>Relates to paragraph 18</i> A note of the reasons for processing sensitive personal data	Length of time the data to which the note is held
<i>Relates to paragraph 21</i> Common Application Form	Successful application forms should be held on the file for 20 years from the date of the cleric's death
<i>Relates to paragraph 22</i> Copy of birth certificate (or other appropriate evidence) required under Canon C.6 in relation to a person who is to be made a deacon	20 years from the date of the cleric's death
<i>Relates to paragraph 22</i> Evidence of immigration status and permission to work in the UK (if the cleric is not a British citizen)	20 years from the date of the cleric's death or Date of cleric becoming British citizen <i>(which ever is soonest)</i>
<i>Relates to paragraph 22</i> Copies of qualification certificates	20 years from the date of the cleric's death
<i>Relates to paragraph 22</i> Cleric's CV since leaving school	20 years from the date of the cleric's death
<i>Relates to paragraph 23</i> Copy of faculty under Canon C4.3A	20 years from the date of the cleric's death
<i>Relates to paragraph 23</i> Report of the Bishop's Advisory Panel and reports from the cleric's training institution in the penultimate and final years of training	20 years from the date of the cleric's death
<i>Relates to paragraph 24</i> Copies of cleric's letters of orders and (if relevant) permission under the Overseas and Other Clergy (Ordination and Ministry) Measure 1967	20 years from the date of the cleric's death
<i>Relates to paragraph 24</i> Copies of any 'safe to receive' or Episcopal Reference and Clergy Current Status letters ('CCSL')	70 years from the date of the cleric's death
<i>Relates to paragraph 24</i> Application papers – including	Papers relating to successful applications should be held on the file for 20 years

application form, references, copy licence, deed of institution, Statement of Particulars (where subject to Common Tenure)	from the date of the cleric's death
<i>Relates to paragraph 25</i> A written record of any Ministerial Development Review	20 years from the date of the cleric's death
<i>Relates to paragraph 26</i> Records of any continuing ministerial education ('CME') undertaken	20 years from the date of the cleric's death
<i>Relates to paragraphs 28-29</i> Criminal Record Check certificate	6 months from the date of the recruitment decision to which they relate <i>Certificates can only be retained for a longer period in exceptional circumstances and where the Disclosure and Barring Service have been consulted</i>
<i>Relates to paragraphs 28-29</i> Record of a cleric's criminal record check history (the nature of which is noted in paragraph 29)	70 years from the date of the cleric's death
<i>Relates to paragraphs 30 and 56</i> Record of safeguarding allegations and concerns – including details of how these are handled, followed-up, actions taken, decisions reached and eventual outcome	70 years from the date of the cleric's death
<i>Relates to paragraph 33</i> Evidence of clergy personal file being independently scrutinised under the Past Cases Review Protocol – including a note of any action resulting	70 years from the date of the cleric's death
<i>Relates to paragraphs 34 and 56</i> Copies of records relating to safeguarding allegations and concerns (this refers to papers being retained in a diocese following the movement of the cleric to another diocese)	70 years from the date of the cleric's death
<i>Relates to paragraph 32</i> Record of a cleric's safeguarding training – including the nature of the training, the date of the training and who provided the training	70 years from the date of the cleric's death
<i>Relates to paragraph 36-37</i> Record of CDM complaints – including copies of the complaint, report on preliminary scrutiny, respondent's answer, supporting evidence, letter recording bishop's decision	70 years from the date of the cleric's death
<i>Relates to paragraph 35</i>	20 years from the date of the cleric's death

A brief summary of an allegation of misconduct (not resulting in a formal CDM complaint)	death
<i>Relates to paragraphs 38-39</i> Records of capability inquiries raised under the Capability Procedure – including a record of discussions between a cleric and a member of the bishop’s senior staff, evidence of how health issues have been managed (e.g. copies of occupational health reports, note of adjustments made)	20 years from the date of the cleric’s death As noted in the Capability Procedure code of practice – spent warnings should be retained on file in a sealed envelope for as long as the office holder remains in post, but should then be destroyed, unless the next post to which the office holder is appointed is designated as a probationary post, or there are other circumstances which justify retaining them
<i>Relates to paragraph 38</i> Record of capability issues (where there is no formal capability inquiry)	20 years from the date of the cleric’s death
<i>Relates to paragraph 42</i> Record of grievances raised under the Grievance Procedure – including details of the grievance, the process followed and the outcome	20 years from the date of the cleric’s death
<i>Relates to paragraphs 43-44</i> Record of significant unresolved financial problems	Keep the record until financial problems have been satisfactorily resolved
<i>Relates to paragraph 61</i> Personal files after a cleric’s death	70 years from the date of the cleric’s death