

BISHOPS' CONFERENCE OF SCOTLAND



DATA RETENTION GUIDE

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Document Control

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1 INTRODUCTION

1.1

The Data Retention Schedule details the recommended retention periods for records created or received by the Bishops' Conference of Scotland (BCOS) and its agencies. This is in line with business needs, legislative, statutory and regulatory requirements and Canon Law. The Schedule relates to all records, regardless of their format (paper or digital).

1.2

Some of the retention periods are laid down by statute while others are guidelines which follow best practice or are in line with business need. Every effort has been made to ensure that the retention periods are compliant with the legislative framework within which we operate.

2 WHY HAVE A RECORDS RETENTION SCHEDULE?

2.1

Every organisation requires to follow policy guidance on how long it will retain records, so that:

- records are kept or destroyed consistently, rather than relying on the best guess of staff
- records are kept for as long as necessary to meet statutory, regulatory and business requirements
- resources are not wasted on storing records longer than necessary
- any risks arising from holding documents and information are managed
- the organisation can confidently account for which records are no longer held (for example, in response to a Subject Access Request)
- staff working with records understand their responsibilities and are given clear information about when and how to destroy records.

This is just as important for digital records as for paper.

2.2

There is not a clear legal requirement setting out the retention requirements for most records. In fact, very few record types are governed by statutory retention periods. In most cases, in order to arrive at an appropriate retention period, it is necessary to consider how long a document remains useful and then to balance that against the cost and risk of keeping it.

3 HOW TO USE THE RETENTION SCHEDULE

3.1

The schedule has been developed to meet the anticipated needs of BCOS and all its agency policies and procedures, so it should be clear which section you need to refer to for guidance on data retention and disposal. If it is unclear, a free text search can be performed to locate the relevant documents.

3.2

The list is not exhaustive so, if you have any records about which you are unsure, please contact the Archives office so that the list can be updated to reflect your requirements.

3.3

There are generally three procedures to follow with regards to the disposal of your records once they have reached the end of their recommended retention period:

- **Confidential Destruction:** If the records are no longer required for business purposes and have been retained for the recommended retention period, in line with any legislative or statutory obligations, they should be confidentially destroyed/deleted, in line with the Disposal action listed in the Schedule.
- **Archival Value:** All records that are of potential historical value should be transferred for permanent preservation once their administrative use is concluded.
- **Retain for Operational Purposes:** In some cases records will need to be retained for long-term operational purposes. Owners of the records should ensure that these remain accessible for as long as required and are managed appropriately throughout their lifecycle.

4 IMPORTANT NOTES FOR CONSIDERATION

4.1

If you only have a convenience/working copy of a document, and did not create or have responsibility for it, then you may destroy it as soon as you no longer require it for administrative purposes.

4.2

If litigation is ongoing, some records may need to be retained for longer than is specified within the schedule to support any litigation process. Furthermore, if records are subject to a current Data Protection request, they must be retained for 40 days after the request has been fulfilled.

5 LEGISLATIVE FRAMEWORK AND RATIONALE

5.1

Whilst most of the records generated and held by BCOS are retained in line with business requirements, some are retained in line with Legislative and Statutory recordkeeping obligations, while some will be kept in line with Canon Law. These are specified in the Rationale column in the Retention Schedule.

5.2

List of Legislative and Statutory Regulations:

- The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012
- The Control of Asbestos Regulations 2012
- Equality Act 2010
- Regulatory Reform (Fire Safety) Order 2005
- Management of Health and Safety at Work Regulations 1999
- Audit Commission Act 1998
- Data Protection Act 1998
- The Gas Safety (Installation and Use) Regulations 1998
- The Value Added Tax Regulations 1995
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Value Added Tax Act 1994
- Environmental Protection (Duty of Care) Regulations 1991
- Health and Safety at Work etc. Act 1974
- Prescription and Limitation (Scotland) Act 1973
- Taxes Management Act 1970
- Payment Card Industry Data Security Standard
- Companies Act 1985, 1989
- Organisation of Working Time Act 1997
- The Protection of Employment Act 1977
- Parental Leave Act 1998
- Carer's Leave Act 2001

5.3

There are several Canon law statutes that could be applied to the use and the keeping of records within the church. The most appropriate for GDPR are:

- Can. 220 No one may unlawfully harm the good reputation which a person enjoys or violate the right of every person to protect his or her privacy.*
- Can. 487 §2 Persons concerned have the right to receive, personally or by proxy, an authentic written or photostat copy of documents which are of their nature public and which concern their own personal status,*
- Can. 489 §1 In the diocesan curia there is also to be a secret archive, or at least in the ordinary archive there is to be a safe or cabinet, which is securely closed and bolted, and which cannot be removed. In this archive documents which are to be kept under secrecy are to be most carefully guarded.*
- §2 Each year documents of criminal cases concerning moral matters are to be destroyed whenever the guilty parties have died, or ten years have elapsed since a condemnatory sentence concluded the affair. A short summary of the facts is to be kept, together with the text of the definitive judgement.*
- Can. 1284 §1 All administrators are to preform their duties with the diligence of a good householder.*
- §2 Therefore they must:*
- 1º be vigilant that no goods placed in their care in any way perish or suffer damage; to this end they are, to extent necessary, to arrange insurance contracts;*
 - 2º ensure that the ownership of ecclesiastical goods is safeguarded in ways which are valid in civil law;*
 - 3º observe the provisions of canon and civil law, and the stipulations of the founder or donor or lawful authority; they are to take special care that damage will not be suffered by the church through the non-observance of the civil law;*
 - 9º keep in order and preserve in convenient and suitable archive the documents and records establishing the rights of the church or institute to its goods; where conveniently possible, authentic copies must be placed in the curial archives.*

6 CONCEPTS

6.1

Archival/Historical Value: A record or series of records may have an enduring (social or cultural) value beyond the business requirement that created them. These records may detail the important historical background to an organisation or the area that it represents, or to historically significant events or people, and provision should be made for their permanent preservation.

6.2

Business Requirements: Where there is no specific Statutory or Regulatory retention period for a record series, the justification for the retention period is 'Business Requirements'. This is a wide-ranging term that will tend to reflect common or best practice. Reasons for the retention recommendations here include Information Audits, Risk Analysis and the potential application of Prescription and Limitation in case of legal challenge, or precedent from non-statutory guidance.

6.3

Destruction: means the disposal of records through incineration, pulping, shredding, deletion or another method so that it is impossible to reconstruct the original records. For paper, that is likely to entail the use of an in-house shredder or outsourced confidential waste contractors. For digital records, destruction should apply to all copies of a record/file/document. Simple deletion from a network does not mean that a document is irrecoverable and there are technical solutions to ensure total removal/deletion of electronic records where this is considered critical.

6.4

Back-ups: Documents may have been deleted from the main network but may still reside in local computers or in back-ups. Your office Back-up Retention Policy must be reviewed to provide for this eventuality.

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Accounting and Finance				
Accounts Payable Invoices	6 years	Confidential Destruction	Statutory	VAT Act 1994
Accounts Payable Ledgers	6 years	Confidential Destruction	Statutory	VAT Act 1994
Accounts Receivable Ledgers	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Credit Card - Statements/Charge slips	6 years	Confidential Destruction	Statutory	Payment Card Industry Data Security Standard
Tuition Collection - Reports/Statements	3 years	Confidential Destruction	Statutory	VAT Act 1995; Taxes Management Act 1970
Parish Collection - Counts sheets/Sealed Bag log sheets/Fundraising Counts sheets	5 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Invoices/Paid bills; Major Building Construction	Permanent	Transfer to Archive	Historical Value	VAT Act 1995; Taxes Management Act 1970
Invoices/Paid bills; General Accounts	6 years	Confidential Destruction	Statutory	VAT Act 1995; Taxes
Cash Book	6 years	Confidential Destruction	Statutory	
Cash Journals	6 years	Confidential Destruction	Statutory	
Cash Journal; Receipts on Offerings/Pledges	6 years	Confidential Destruction	Statutory	
Depreciation Records	Permanent	Transfer to Archive	Historical Value	
Petty Cash Vouchers; Reconciliation Reports	3 years	Confidential Destruction	Statutory	
Receipts	3 years	Confidential Destruction	Statutory	
Mortgage Payments; Loan Statements	6 years	Confidential Destruction	Statutory	
Banking Records				
Bank Deposits; Slips	6 years	Confidential Destruction	Statutory	VAT Act 1994; Taxes Management Act 1970
Bank Statements; Reconciliations	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Central Fund Statements (Savings/Loans)	6 years	Confidential Destruction	Statutory	VAT Act 1994; Taxes Management Act 1972
Cancelled Cheques (general)	6 years	Confidential Destruction	Statutory	VAT Act 1994; Taxes Management Act 1973
Cancelled Cheques (important payments)	Permanent	Transfer to Archive	Historical Value	
Finance Committee Meeting minutes	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Cheques Register/Stubs	6 years	Confidential Destruction	Statutory	VAT Act 1994; Taxes Management Act 1973
General Records				
External Audit Reports	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Internal Financial Review/Reports	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Balance Sheets (annual)	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Balance sheets (monthly/quarterly)	1 year	Confidential Destruction	Statutory	Companies Act 1985, 1998
Budgets (approved/revised)	2 years	Confidential Destruction	Business needs	Companies Act 1985, 1998
Financial Reports; Income Statements (annual)	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Financial Reports (monthly)	1 year	Confidential Destruction	Statutory	Companies Act 1985, 1998
Investment				
Bonds (cancelled)	Date of Cancellation + 6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Pooled Investments Reports	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Certificates of Deposit (cancelled)	3 years after Redemption	Confidential Destruction	Statutory	Companies Act 1985, 1998
Letter of Credit	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Mortgage Records	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Securities Sales	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Stock Investments	6 years after Sale	Confidential Destruction	Statutory	Companies Act 1985, 1998
Other Financial Records				
General Ledger/Annual	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Journals (general and specific funds)	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Journal Entry Sheets	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Chart of Accounts	1 year	Confidential Destruction	Statutory	Companies Act 1985, 1998
Year-end Trial Balance Report	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Ledgers (subsidiary)	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Pledge Registers/Ledgers	6 years	Confidential Destruction	Statutory	Companies Act 1985, 1998
Permanently Restricted Gift Documents	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Temporarily Restricted Gift Documents	6 years after Meeting Restrictions	Confidential Destruction	Business needs	

Bishops' Conference of Scotland

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Administrative Records (corporation sole/parish)				
Annual Reports to the Bishops (Status Animarum)	Permanent	Transfer to Archive	Historical Value	
Annual Financial Reports	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Articles of Incorporation and Bylaws	Permanent	Transfer to Archive	Historical Value	
Bequests; Estate Records (e.g. wills)	Permanent	Transfer to Archive	Historical Value	
Board/Committee (minutes)	Permanent	Transfer to Archive	Historical Value	Companies Act 1985, 1998
Census records	Permanent	Transfer to Archive	Historical Value	
Correspondence - Official (regarding diocesan/parish policies; directives)	Permanent	Transfer to Archive	Historical Value	
Correspondence, routine	Review/destroy biannually	Transfer to Archive	Historical Value	
Directives Issued by Decree	Permanent	Transfer to Archive	Historical Value	
Endowment decrees	Permanent	Transfer to Archive	Historical Value	
Finance Council minutes	Permanent	Transfer to Archive	Historical Value	
Historical records (newspaper clippings, photos, etc., regarding history of diocese/parish)	Permanent	Transfer to Archive	Historical Value	
Inventories (property/equipment)	Permanent	Transfer to Archive	Historical Value	or retain until superseded
Leases (any type)	6 years after expiration of lease term	Confidential Destruction	Business Needs	
Liturgical Ministers Schedules (alter services; Lectors; Eucharistic ministers, etc.)	Retain until superseded	Transfer to Archive	Historical Value	
Mass Intention Records	2 years	Confidential Destruction	Business Needs	
Offices Files	Selective retention: review and retain only those that document diocesan/parish administration and official activity	Transfer to Archive	Historical Value	
Organizational Records - Diocese/Parish (minutes; correspondence; publications; etc.)	Permanent	Transfer to Archive	Historical Value	
Pastoral Council Constitutions	Retain until superseded	Transfer to Archive	Historical Value	
Pastoral Council minutes	Permanent	Transfer to Archive	Historical Value	

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Priest Personal Board Minutes	Permanent	Transfer to Archive	Historical Value	
Photographs (relating to church history)	Permanent	Transfer to Archive	Historical Value	
Policy Statements; Policy Manuals; Employee Handbooks	Permanent	Transfer to Archive	Historical Value	
Religious Education Reports	Permanent	Transfer to Archive	Historical Value	
Rosters of Parishioners/Parish Directories	Permanent	Transfer to Archive	Historical Value	
WILLS; Testaments; Codicils	Permanent	Transfer to Archive	Historical Value	
Cemetery Records				
Annual Report	Permanent	Transfer to Archive	Historical Value	
Board Minutes	Permanent	Transfer to Archive	Historical Value	
Burial Cards/Records (record of the interred: name; date of burial; and related information)	Permanent	Transfer to Archive	Historical Value	
Burial License	Permanent	Transfer to Archive	Historical Value	
Correspondence	Selective Retention (retain if records have historical, legal or fiscal value)	Transfer to Archive	Historical Value	
General Ledger	Permanent	Transfer to Archive	Historical Value	
Perpetual Care Records	Permanent	Transfer to Archive	Historical Value	
Financial Statement (income statement; balance sheet)	Permanent	Transfer to Archive	Historical Value	
Maps of Lots/Burials	Permanent	Transfer to Archive	Historical Value	
Confidential Canonical Files (<i>Archive Secretum - Canon 489</i>)				
All files	Permanent/ 10 years	Transfer to Archive	Historical Value	Canon 489 - 2
Contracts and Related Records				
Contracts Related/Records	6 years after final performance under the contract	Confidential Destruction	Statutory	Companies Act 1985, 1998

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Correspondence and Internal Memoranda				
Correspondence or memoranda related to documents enumerated in the Schedule	Same time period as specified for the underlying records	Confidential Destruction	Business Needs	
Correspondence or Memoranda having no significant or lasting consequences (such as routine letters or note, letter or memoranda for which no acknowledgement or follow up are necessary)	1 year	Confidential Destruction	Business Needs	
Correspondence or memoranda pertaining to non-routine matters, or having lasting or significant consequences (such as letters explaining diocesan policy)	5 years (or permanent if deemed of historical value)	Confidential Destruction	Statutory	Prescription and Limitations (Scotland) Act 1974
Emails				
Emails (stored on the server)	Six (6) months from date of creation of the email message (subject to longer period as directed by Bishops for compelling reason, including but not limited to, need to preserve records for longer period due to pending litigations or historical value)	Confidential Destruction	Business Needs	
Emails (containing material that falls within one of the longer retention periods in this policy)	Save emails outside email system in subject/project file (do not print emails)	Transfer to Archive	Historical Value	
Ephemeral Correspondence (personal email, requests for recommendations or review, emails related to day to day operation and ministry)	Retain until read, then delete	Confidential Destruction	Business Needs	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Insurance Records				
Insurance Policies - active	Permanent	Transfer to Archive	Historical Value	
Insurance Policies - cancelled	Permanent	Transfer to Archive	Historical Value	
Workers Compensation Claims files	20 years after close of matter	Confidential Destruction	Statutory	Companies Act 1985, 1998
Liability claim	10 years after settlement or last correspondence with claimant	Confidential Destruction	Statutory	Companies Act 1985, 1998
Legal Files and Papers				
Legal (correspondence)	10 years (unless of Historical Value)	Confidential Destruction	Business Needs	
Legal (opinion/memorandum)	10 years (unless of Historical Value)	Confidential Destruction	Business Needs	
Trusts Documents	Date superseded +10 years	Confidential Destruction	Business Needs	
Real Estate claims	21 years (unless of Historical Value)	Confidential Destruction	Business Needs	
Miscellaneous				
Policies/Procedures Manuals	Permanent	Transfer to Archive	Historical Value	at least One Copy
Payroll Records				
Payroll Journals	6 years	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973
Payroll Registers; Summary Schedule of earnings; Deductions; Accrued leave	6 years	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973
Payroll/Earnings Records (timesheets; payroll reports; payroll deduction authorizations)	End of Employment + 6 years	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Pension Records/Supporting Employee Data (maintained by Plan Administrator)				
Pension Records/Vesting Files	Lifetime of Plan	Confidential Destruction	Business Needs	
Retirement Benefits Records	Lifetime of Plan	Confidential Destruction	Business Needs	
Pension Payment Records	Lifetime of Plan	Confidential Destruction	Business Needs	
Personnel Records (Clergy; Religious; Seminarians)				
Incardinated Clergy and Non-Incardinated Externs and Religious				
Applications for Seminary	Until date of death or permanent if of historical value	Transfer to Archive	Historical Value	
Unsuccessful Candidate Applications for Seminary	1 year	Confidential Destruction	Business Needs	In case of any discrimination
Sacramental Documents	Permanent	Transfer to Archive	Historical Value	
Records Concerning Fitness for Duty	Permanent	Transfer to Archive	Historical Value	
Summary Regarding Assignments/Appointments	Permanent	Transfer to Archive	Business Needs	
Background Screening Documents	Permanent if successful	Transfer to Archive	Business Needs	
Wills and Funeral Wishes	Permanent	Transfer to Archive	Historical Value	
Statements of good standing from Bishop/Eparch (if applicable)	Permanent	Transfer to Archive	Historical Value	
Letter Granting Faculties	Permanent	Transfer to Archive	Historical Value	
Seminary Records	Permanent	Transfer to Archive	Historical Value	
Correspondence	Permanent	Transfer to Archive	Historical Value	
Records Regarding: complaints; misconduct (if applicable)	Until date of death or ten years after condemnatory sentence, if applicable	Confidential Destruction	Business Needs	
Summary of Allegations of misconduct and Conclusions of Investigations (if applicable)	Permanent	Transfer to Archive	Historical Value	
Medical Records	Until date of death (or return to the lay state)	Confidential Destruction	Business Needs	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Seminarians/Permanent Deacon Candidates				
Personnel File (including confidential medical and personal information and canonical/sacramental sub-files)	Until ordination - then maintain and follow schedule for incardinated clergy; If not ordained by reason of death of the individual - 7 years; If not ordained by reason of voluntary or involuntary departure from the program, documents (or a summary) related to the reasons for the departure from the program are to be maintained permanently. All other materials contained in the personnel file are to be retained for 7 years	Transfer to Archive	Historical Value	
Records of Applicants for Seminary whose applications were rejected or were withdrawn before enrolment in seminary	Date of application + 2 years	Confidential Destruction		
Personnel Records (Lay Employees)				
RECRUITMENT				
Application forms / CVs / interview notes for unsuccessful candidates	1 year	Confidential Destruction	Recommended Retention - in case of any discrimination challenge	Business Link - www.businesslink.gov.uk ("Keep the right staff records")

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Documentation proving right to work in the UK (passport, birth cert, NI etc) for unsuccessful candidates	Once successful candidate has been appointed, destroy any documents relating to right to work	Confidential Destruction	Statutory - From 25 May 2018 GDPR Documents to be retained for no longer than is necessary	
PERSONAL DETAILS				
Documentation proving right to work in the UK (passport, birth cert, NI etc)	Relevant documentation to be retained throughout the period for which you are employing the person, and for at least two years after they have left	Confidential Destruction	Statutory – The Immigration Service can examine our right to defence if they detect anyone working illegally	Business Link - www.businesslink.gov.uk ("Ensuring your workers are eligible to work in the UK")
Application Form(s)	Term of employment + 6 years	Confidential Destruction	Recommended retention – Based on CIPD best Practice	"Retention of personnel and other related records" – CIPD
Letter(s) of Appointment	Term of employment + 6 years	Confidential Destruction	Recommended retention – Based on CIPD best Practice	"Retention of personnel and other related records" – CIPD
Contract(s)	Term of employment + 6 years	Confidential Destruction	Recommended retention – Based on CIPD best Practice	"Retention of personnel and other related records" – CIPD

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Change of Address Details	Term of employment + 6 years	Confidential Destruction	Statutory – From 25 May 2018 GDPR – Employee Record Check completed when there is a change and all employees asked to complete a new form on an annual basis to ensure details are up-to-date	
Previous Service Documentation	Term of employment + 6 years	Confidential Destruction	Recommended retention – Based on CIPD best Practice	“Retention of personnel and other related records” – CIPD
Qualifications	Term of employment + 6 years	Confidential Destruction	Recommended retention – Management Decision	
WORKING DETAILS				
Changes to Working Patterns	Term of employment + 6 years	Confidential Destruction	Recommended retention – Management decision based on CIPD best practice	“Retention of personnel and other related records” – CIPD
Working Time Regulations	Term of employment + 6	Confidential Destruction	Recommended retention – Based on CIPD best Practice	“Retention of personnel and other related records” – CIPD

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
SMP records, calculations and certificates (including MATB1s) or other medical evidence	Current year plus 3 years after the tax year in which the maternity period ends	Confidential Destruction	Statutory – Statutory Maternity Pay (General) Regulations 1986 & Taxes Management Act 1970	
Statutory Paternity Pay (including MATB1s) or other medical evidence	Current year plus 3 years after the tax year in which the Paternity period ends	Confidential Destruction	Statutory – Taxes Management Act 1970	
Adoption Leave	Current year plus 3 years after the tax year in which the Adoption period ends	Confidential Destruction	Statutory – Taxes Management Act 1970	
Parental Leave	18 years from birth of child	Confidential Destruction	Statutory – Taxes Management Act 1970	Business Link - www.businesslink.gov.uk ("Keep the right staff records")
Statutory Sick Pay records, calculations, certificates and self-certificates	Term of employment + 6	Confidential Destruction	Recommended retention - in case of any disability discrimination claim	
Flexible Working Requests	Current request – permanently Previous requests – current year plus 5 years	Confidential Destruction	Recommended retention – Management decision based on right to apply yearly under Work & Families Act	
Unpaid Leave / Special Leave Request	Current year plus 5 years	Confidential Destruction	Statutory – Statutory Sick Pay (General) Regulations 1986	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
Mortgage / Financial Requests	6 Months	Confidential Destruction	Recommended retention – Management decision based on VAT regulations	
FINANCIAL DETAILS				
Wage / salary records (also working hours and holidays)	term of employment + 6 years	Confidential Destruction	Recommended retention – CIPD Best Practice	
Responsibility payments	6 years after the end of the tax year which the payments were received	Confidential Destruction	Statutory – Taxes Management Act 1970	
Temporary positions	6 years after the end of the tax year which the payments were received	Confidential Destruction	Recommended retention – Management	
Pension Details	12 years	Transfer to Archive	Statutory	
Death Benefit	Permanently	Transfer to Archive	Recommended retention – Management decision	
Pension Benefit Nomination Forms	Permanently	Confidential Destruction	Recommended retention – Management decision	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
MEDICAL INFORMATION				
*Depends on the absence levels of the employees and the complexity of the case				
Return to Work Interview	3 years from the last date of interview*	Confidential Destruction	Recommended retention – Management decision	
Follow-up Interview(s)	3 years from the last date of interview*	Confidential Destruction	Recommended retention – Management decision	
Advisory Warning	3 years from the last date of interview*	Confidential Destruction	Recommended retention – Management decision	
Medical Certificate	3 years after the end of the tax year in which the sick pay period ends*	Confidential Destruction	Recommended retention – CIPD Best Practice	“Retention of personnel and other related records” - CIPD
Medical Certificates relation to Industrial Injury	Permanently	Transfer to Archive	Recommended retention – Management decision	
OHS Appointments	Destroy once report received	Confidential Destruction	Recommended retention – Management decision	
*OHS Reports	Health Surveillance (HAVS Screening Programmes – Permanently General reports – 5 years	Confidential Destruction	Recommended retention – Management decision	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
DISCIPLINARY INFORMATION				
Written Warning	Expunged as per disciplinary procedure. Retained in file for information purposes only	Confidential Destruction	Recommended retention – BCoS Policy	
Suspension (Paid / Unpaid)	Expunged as per disciplinary procedure. Retained in file for information purposes only	Confidential Destruction	Recommended retention – BCoS Policy	
Final Written Warning	Expunged as per disciplinary procedure. Retained in file for information purposes only	Confidential Destruction	Recommended retention – BCoS Policy	
Letter of Dismissal	6 years, in line with policy relating to Leavers files	Confidential Destruction	Recommended retention – Management decision	
TRAINING INFORMATION				
Request for Training Courses	Until superseded by attendance	Confidential Destruction	Recommended retention – Management decision	
Training Course Attended	Term of employment + 6 years	Confidential Destruction	Recommended retention – Management decision	
Expenses for Attendance at Course	6 years after the end of the tax year which the expenses were received	Confidential Destruction	Statutory – Taxes Management Act 1970	

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
ANY OTHER INFORMATION				
Jury Duty	6 years after the end of the tax year which the expenses were received		Statutory – Taxes Management Act 1970	
Time off for Trade Union Duties	5 years		Recommended retention – Management decision	
Third Party Claims	6 years		Statutory – Taxes Management Act 1970	
Health & Safety Assessments (including work station assessments)	Permanently		Recommended retention – Management decision	
LEAVERS				
Termination / Leavers / Retirement paperwork	6 years	Confidential Destruction	Recommended retention – Management decision as no statutory guidance based on CIPD best practice. Pension Regulations	CIPD guidelines advise leaver's file should be kept for 6 years following the employee's termination date.

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RECORD Type	Retention Period	Disposal Action	Rationale	Note
References issued to prospective employers	6 months	Confidential Destruction	Recommended retention – Management decision based Data Protection and Employment Practice Code	
References (post employment) e.g rental application	6 months	Confidential Destruction	Statutory – Data Protection – Employment Practice Code	
Right to Work in the UK	2 years	Confidential Destruction	Statutory – Asylum & Nationality Act 2006	
Property/Physical Plant Records				
Architectural Records; Blueprints; Building Designs; Specifications	Retain until property is sold, or if they have historical value	Transfer to Archive	Historical Value	
Architectural Drawings	Retain until property is sold, or if they have historical value	Transfer to Archive	Historical Value	
Deeds/Supporting Files	Retain until property is sold	Confidential Destruction	Business Needs	
Mortgage Documents	Retain until 3 years after mortgage is paid in full	Confidential Destruction	Business Needs	
Property Appraisals	Retain until property is sold	Confidential Destruction	Business Needs	
Real Estate Surveys/Plots/Plans	Retain 21 years after property is sold	Confidential Destruction	Business Needs	
Title Search Papers/Certificates	date file closed + 12 years	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Publications				
Anniversary Books	Permanent	Transfer to Archive	Historical Value	at least One Copy
Annual Reports to the diocese/parish	Permanent	Transfer to Archive	Historical Value	
National/Diocesan Directories	Permanent	Transfer to Archive	Historical Value	at least One Copy
Magazines; Newspapers; Newsletters of the diocese/parish or affiliated organisations	Permanent	Transfer to Archive	Historical Value	at least One Copy
Parish Directories	Permanent	Transfer to Archive	Historical Value	
Parish Bulletins	Permanent	Transfer to Archive	Historical Value	
Sacramental Records				
Baptism Register	Permanent	Transfer to Archive	Historical Value	
First Communion Register	Permanent	Transfer to Archive	Historical Value	
Catechumen Register (if in use by the parish)	Permanent	Transfer to Archive	Historical Value	
Confirmation Register	Permanent	Transfer to Archive	Historical Value	
Book of the Elect	Permanent	Transfer to Archive	Historical Value	
Marriage Register	Permanent	Transfer to Archive	Historical Value	
Marriage Preparation Records; Marriage Envelopes	Permanent	Transfer to Archive	Historical Value	
Sick Call Register	Permanent	Transfer to Archive	Historical Value	
Death Register	Permanent	Transfer to Archive	Historical Value	
Safe Environment Records (Safeguarding)				
Records concerning ongoing employees and volunteers at parish, schools, or other church entities	Permanent	Transfer to Archive	Historical Value	
Records concerning clergy or religious assigned to any Church workplace	Permanent	Transfer to Archive	Historical Value	

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Safety and Environmental Records				
Accident/Injury Reports	6 years from end of year in which occurrence took place	Confidential Destruction	Statutory	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Environmental Test Records/Reports	Permanent	Transfer to Archive	Historical Value	
Hazardous Exposure Records	Permanent	Transfer to Archive	Historical Value	Management of Health and Safety at Work Regulations 1999
Toxic Substance Exposure Records	Permanent	Transfer to Archive	Historical Value	The Control of Asbestos Regulations 2012 = SI 2012/632; The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 = SI 2012/199
Protective Equipment - Asbestos Exposure	40 years after exposure	Confidential Destruction	Statutory	Health and Safety at Work etc. Act 1974 = 1974 c. 37; The Control of Asbestos Regulations 2012 = SI 2012/632
Maintenance and Testing Fire Equipment	5 years after decommissioning or 20 years after decommissioning if there is a history of accidents concerning the equipment	Confidential Destruction	Statutory	Regulatory Reform (Fire Safety) Order 2005
Maintenance and testing Fire Precautions	5 years	Confidential Destruction	Statutory	Health and Safety at Work etc. Act 1974; Prescription and Limitation (Scotland) Act 1973
First Aid Training	End of Employment + 6 years	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973

Bishops' Conference of Scotland

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Safety Data Sheets (Material Safety data Sheets)	30 years after discontinuation of the use of the toxic substance	Transfer to Archive	Historical Value	The Control of Asbestos Regulations 2012; The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012; Management of Health and
School Department/School - Related Records				
Administrative Records				
Accreditation Files	Permanent	Transfer to Archive	Historical Value	
Assessment Materials (student testing materials such as completed exams; forms; reports; and printed material related to standardised tests/assessments)	Final reports: Permanent; Other materials: retain until superseded	Transfer to Archive	Historical Value	
Class Lists	Permanent	Transfer to Archive	Historical Value	
Class Schedules	Retain until superseded by new schedule	Confidential Destruction	Business Needs	
Faculty Meeting Minutes	Retain until next accreditation cycle (or 3 years, whichever is later)	Transfer to Archive	Business Needs	
Field Trip Forms / Permission Slips	3 years after date of event/trip	Confidential Destruction	Business Needs	
Grade Books	Cum. file reports: Permanent; Yearly grade books: 1 year	Confidential Destruction	Business Needs	
Student Rosters (including graduation lists)	Permanent	Transfer to Archive	Historical Value	
Handbooks (faculty; staff; parent; student)	Retain until update (archive at least 1 copy permanently)	Confidential Destruction	Business Needs	
Newsletters (to Parents; school community)	Retain until next accreditation cycle (or 3 years, whichever is later)	Confidential Destruction	Business Needs	
Parent-Teacher Organisation Minutes	Permanent	Transfer to Archive	Historical Value	

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Promotion List	Retain until superseded	Confidential Destruction	Business Needs	
Teacher's Attendance Register	Permanent	Transfer to Archive	Historical Value	
Textbook Inventory	Retain until superseded	Confidential Destruction	Business Needs	
Year Books	Permanent	Transfer to Archive	Historical Value	
Student Records				
Academic Dismissal	Permanent	Transfer to Archive	Historical Value	record in cumulative file
Application; Registration; and Enrolment Records	Retain until end of current school year	Confidential Destruction	Business Needs	
Attendance Registers	Permanent	Transfer to Archive	Historical Value	
Tax Records				
Employment Taxes; Contributions; and Payments - including taxes withheld and FICA	6 years from date of filing	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1974
State Tax Exemption Certificates (income; excise; property; sales/use etc.)	6 years from date of filing	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1974
Unemployment Tax Records	6 years from date of filing	Confidential Destruction	Statutory	Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1974
Tribunal Records				
Judicial Cases	Permanent	Transfer to Archive	Historical Value	Permanent, according to the prescripts of Canon Law
Administrative and Documentary Cases	Permanent	Transfer to Archive	Historical Value	Permanent, according to the prescripts of Canon Law
Marriage Dispensations and Permissions	Permanent	Transfer to Archive	Historical Value	Permanent, according to the prescripts of Canon Law
Radical Sanctions	Permanent	Transfer to Archive	Historical Value	Permanent, according to the prescripts of Canon Law

Data Retention Schedule

RECORD Type	Retention Period	Disposal Action	Rationale	Note
Information Management				
Data Protection - records of subject access request processing	3 years	Confidential Destruction	Data Protection Act 1998	
Data Protection - records of subject access request processing when appeal is made to ICO	6 years	Confidential Destruction	Data Protection Act 1998	
Knowledge Management				
Contact Lists	none	Superseded	Business Needs	
Information Audit	2 years	Superseded	Business Needs	
Retention Schedules	Permanent	Superseded	Business Needs	UK National Archives Guidance
List of Records Destroyed	Permanent	Transfer to Archive	Business Needs	UK National Archives Guidance
Records Disposal Certificated	Permanent	Transfer to Archive	Business Needs	UK National Archives Guidance
Archive and Museum				
Accession Register				
Catalogue of all Archival Holding				
Depositor Records	5 years after end of life	Confidential Destruction	Business Needs	
Loans to Third Parties	5 year after loan	Confidential Destruction	Statutory	Prescription and Limitations (Scotland) Act 1974
Visitor Books	5 years	Confidential Destruction	Business Needs	Security Purposes
Copying/Photographic Orders; Copyright Forms	3 years	Confidential Destruction	Statutory	Copyright Act 1988
Environmental Monitoring	Permanent		Business Needs	BS 5454
Production of Archives	3 years	Confidential Destruction	Business Needs	
Museum Catalogue	Permanent	Archive	Business Needs	
Museum Development Records	3 years	Review for Historical Value	Business Needs	
Accreditation - Notification of Registered Status	3 years whilst relevant	Confidential Destruction	Business Needs	
Accreditation	Permanent	Transfer to Archive	Business Needs	
Events/Ceremonial				
Formal record of event	3 years	review for historical Value	Business Needs	retain one set of records only -
Records documenting the planning of event	3 years	Confidential Destruction	Business Needs	