

Gloucestershire Record Office

Retention schedule for parish records

Note: retention in parish for administrative use is measured in years from closure or completion of the record

Where final action is "preserve" it is recommended that the record is deposited with the Diocesan Record Office as soon as is practical, where it will form part of the parish archive. If it says "review" please consult the Record Office for advice.

SERVICES

<u>Registers</u>	<u>Retain in parish</u>	<u>Final Action</u>
Registers of baptism	1	Preserve
Registers of burials	1	Preserve
Registers of marriage	1	Preserve
Registers of banns	1	Preserve
Registers of confirmation	1	Preserve
Registers of services	5	Preserve

Please note: the Parochial Registers and Records Measure 1978 requires that baptism, burial and banns registers begun 150 or more years ago should be closed and new register books purchased. It is also advisable to replace current marriage registers which start in 1837. The local Superintendent Registrar will supply new marriage registers free of charge and arrange the official closure of the old duplicate registers, one of which will be returned and can then be deposited with the Record Office.

Registers (and other records which are to be retained permanently) should be written in long lasting ink. Never use felt tip or ball point pen as this will fade and may stain or spread. Suitable ink can be obtained from Ecclesiastical Stationary Suppliers, 1 Rookwood Way, Haverhill, Suffolk CB9 8PB (01440 703303).

Orders of service

Special services	5	Preserve
Other services	1	Destroy

CERTIFICATE COUNTERFOILS

Marriage	2	Destroy
Baptism	1	Destroy
Burial	1	Destroy
Banns	1	Destroy

PARISH ADMINISTRATION

Institutions, admissions & licences	6	Review
Correspondence concerning appointments	5	Review
Union of Benefice papers, schemes & orders	5	Preserve
Maps of parish boundaries & street lists	5	Preserve
Papers relating to major parish developments	5	Preserve
Routine correspondence	6	Destroy
Parish surveys, questionnaires and audits	5	Preserve

CHURCH BUILDINGS & PROPERTY

The Church

Faculties, archdeacon's certificates & related papers	5	Preserve
Terrier & Inventory	5	Preserve
Log books	5	Preserve
Architect's quinquennial reports	6	Preserve
Papers relating to major works*	5	Preserve
Papers relating to minor and routine works	6	Destroy
Organ specifications, contracts & papers	5	Preserve
Photographs & papers relating to fabric & furnishings	5	Preserve

**may include plans, photographs, minutes, accounts & specifications*

The Churchyard

Faculties & related papers	5	Preserve
Churchyard plans*	5	Preserve
Registers of Graves	5	Preserve
Faculties	5	Preserve
Agreements for maintenance of churchyard and graves	5	Preserve
Papers concerning major works	5	Preserve
Papers concerning minor works	6	Destroy
Photographs	5	Preserve

**It is strongly recommended that plans of churchyards, with an index to graves, be made as this will constitute an invaluable record for the church (in respect of interments many years after original burials) and a most valuable resource for the family and local historian. Photographs of graves may with advantage be included with this, as inscriptions will suffer wear over a period of time.*

Church Hall

Architects' reports and plans	5	Preserve
Agreements for use of hall	7	Destroy
Papers concerning major works	5	Preserve
Papers concerning minor works	6	Destroy
Music and dancing licences	5	Destroy

Parsonage House

Architect's quinquennial reports	6	Preserve
Papers relating to major works	5	Preserve
Papers relating to minor and routine works	6	Destroy
Plans and Drawings	5	Preserve
Photographs	5	Preserve

PAROCHIAL CHURCH COUNCIL

PCC Secretary

Minutes of PCC and its Committees*	5	Preserve
Routine correspondence	5	Destroy
Electoral Rolls	5	Preserve
Copies of replies to Articles of Enquiry	5	Preserve

** Including annual vestry and parochial meetings*

PCC Treasurer

Annual audited accounts	7	Preserve
Ledgers	7	Preserve
Cash Books	7	Destroy*
Vouchers, bank statements & other subsidiary records	7	Destroy**
Planned giving schemes	7	Review
Insurance policies & papers: employer's liability	40	Destroy

Insurance policies & papers: other	7	Destroy**
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*unless ledger not detailed

**retain whilst current

Advice should be sought on retention of papers relating to claims under employer's liability insurance. While some documents need only be kept for 7 years [Statute of Limitations] other documents will need to be retained for a much longer period – e.g. in relation to asbestos issues. Employers Liability Certificates should be kept for 40 years.

MISCELLANEOUS

Parish Magazines	5	Preserve*
Church Guide book and parish history	5	Preserve
Photographs	5	Preserve**
Scrapbooks of news cuttings etc.	5	Preserve
Visitors Books	5	Destroy***

* *Periodic (no less than annual) transfers to the DRO are recommended*

** *It is suggested that a note of date, event and people's names is kept with these*

*** *Unless containing signatures of VIPs*

OTHER PARISH ORGANIZATIONS

Legal documents: including title deeds and other documents relating to title, acquisition, disposal and rights, statutory notices (including Orders in Council) and pastoral schemes:

Refer to the Diocesan Registrar

Charities: deeds, schemes, orders, minutes and accounts:

Refer to the Trust Solicitor: the Record Office will be happy to accept such material on deposit when it is no longer required for current legal and financial purposes

Church Groups: Mothers' Union, Youth Clubs, Choir and Bell Ringers:

Minutes	5	Preserve
Reports	5	Preserve
Accounts	6	Preserve
Members' lists	5	Review

OTHER RECORDS: PUBLICATIONS

Please consult the Record Office for advice on the retention and disposal of old Bibles, books of Common Prayer etc.

ELECTRONIC RECORDS

The fast developing world of information communication technology presents a problem for the parish and Diocesan Record Office in terms of provision of long-term and permanent storage. Rapid changes in hardware platforms and software make it vital to ensure that arrangements are made for migration so that data can be accessed in the future. It is important to retain metadata (data about data) along with the data itself. It is dangerous to rely upon retention of data on magnetic tape, floppy disks or optical disks. Their physical longevity cannot be guaranteed, apart from the issues of ability to access data on them in future where software systems have changed.

The National Archives is actively addressing the issue of preservation of electronic records as archives of the future. For the moment, though, where records held in electronic form are considered worthy of permanent preservation the safest course is to print out on good quality paper and file the document as appropriate.

v. February 2006/PB

For further advice, and to make arrangements to deposit records, please contact:

The County & Diocesan Archivist,
Gloucestershire Record Office,
Clarence Row,
Alvin Street,
Gloucester
GL1 3DW.

Telephone: 01452 425298

e-mail: records@gloucestershire.gov.uk

For information about the Record Office in general, including details of catalogues showing what records are held for your parish, please consult our web site:

www.gloucestershire.gov.uk/archives