

RETENTION SCHEDULE FOR METHODIST RECORDS

For individual Churches

| Class | Type | Retain for use within the church | Reason | Action | Archive Location |
|-----------------------------|--|-------------------------------------|-----------------------------|---|----------------------|
| Meetings | Church Council | Current connexional year + 5 | Good practice | To Archive: permanent | County Record Office |
| | Meetings reporting to the Church Council | Current connexional year + 3 | Included in papers of above | To Archive: after weeding | County Record Office |
| | Meetings of Youth organisations | Current connexional year + 3 | Good practice | To Archive: after weeding | County Record Office |
| | Trustee Meeting Minutes | | | To Archive: permanent | County Record Office |
| | Society Steward's Meeting Minutes | | | To Archive: permanent | County Record Office |
| | Leader's Meeting Minutes | | | To Archive: permanent | County Record Office |
| Finance | Trustee Accounts | | | To Archive: permanent | County Record Office |
| | Annual accounts | Current connexional year + 6 | Limitation Act 1980 | To Archive: permanent | County Record Office |
| | Cash books | Current connexional year + 6 | Good practice | Destroy: unless of particular value (consult with DA) | |
| | Cheque book/paying in slips | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Financial statements | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Accounts of reporting organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in Church accounts: permanent | |
| | Accounts of Youth organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in Church accounts: permanent | |
| | Sent rent/pew rent ledgers | Not to be retained locally | Historic records | To Archive: possibly weed | County Record Office |
| | Schedule B returns | 2 years after audit | Good practice | Destroy (based on accounts) | |
| | Covenanted giving and tax relief claims | Current tax year + 6 | Statutory and HMRC guidance | Destroy | |
| Missionary accounts | Current connexional year + 6 | Limitation Act 1980 | To Archive: possibly weed | County Record Office | |
| Envelope Journals/Envelopes | Current connexional year | Good practice | Destroy | | |
| Employment | Employee tax and insurance records | Current tax year + 6 | Statutory | Destroy | |
| | Insurance records: employer's liability | Current tax year + 40 | Statutory | Destroy | |
| | Pension contribution records | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Contracts of employment | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Annual tax return | Current tax year + 6 | Statutory | Destroy | |
| | Expenses claims | Current tax year + 6 | Limitation Act 1980 | Destroy | |

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| Membership | Church membership lists | Permanently, but should be reviewed annually. | CPD SO 054 | Superseded copy to Archive, subject to usual 30 year rule. | County Record Office |
| | List of adherents | Permanently, but should be reviewed annually. | CPD SO 054 | Superseded copy to Archive, subject to usual 30 year rule. | County Record Office |
| | Baptism registers | Whilst register, or church, in use | CPD SO 054 | To Archive: permanent | County Record Office |
| | Marriage registers | Whilst register, or church, in use | Statutory | To Archive: permanent | County Record Office |
| | Burial registers | Whilst register, or church, in use | CPD SO 054 | To Archive: permanent | County Record Office |
| | Sunday School rolls and registers | Whilst register in use | Good practice | To Archive: permanent | County Record Office |
| | Cradle Roll display rolls | Whilst roll or church in use | Good practice | To Archive: permanent | County Record Office |
| | Membership Tickets (pre 1950) | | | To Archive: permanent | District Archives |
| Property | Trust deeds | Now of historic interest only | Registration of Methodist property, as agreed by Conference | To Archive: permanent | District Safe |
| | Insurance policies | 40 years | Commercial practice | Destroy | |
| | Claims correspondence | 3 years after last action | Commercial practice | Destroy | |
| | Property agreements and leases | 1 year after end of agreement | Commercial practice | To Archive: permanent | County Record Office |
| | Licences for use | 1 year after end of agreement | Commercial practice | To Archive: after weeding | County Record Office |
| | Church Copyright licence records | Current licence year + 6 | Limitation | Destroy | |
| | Records of lettings and use by external bodies | 1 year | Commercial practice | Destroy | |
| | Methodist property logs | Whilst log, or church, is in use | CPD SO 941 | To Archive: permanent | County Record Office |
| | Quinquennial inspection reports | Hold in property log | CPD SO 941 | | County Record Office |
| | Records of building schemes | Last action + 5 years | | To Archive: after weeding | County Record Office |
| | Records of graveyards | Last action + 5 years | | To Archive: after weeding | County Record Office |
| | Property Committee Meeting Minutes | Current connexional year + 3/whilst book in use | Good practice | To Archive: after weeding | County Record Office |
| | Building Plans | Whilst Church in use | Good practice | To Archive: after weeding | County Record Office |
| Worship Certificates | Retain in District Safe | Permanently | To Archive: permanent | County Record Office | |
| Solemnization of Marriages Certificates | Retain in District Safe | Permanently | To Archive: permanent | County Record Office | |
| Health & safety | Reportable accidents/ accident book | Date of entry + 3 years | SI 1995/3163 | Destroy | |
| | Records documenting external inspections | Date of inspection + 3 years | Good practice | Destroy | |
| Safeguarding | TO BE ADVISED | | | | |
| General | General correspondence | Conclusion of matter + 1 year | Good practice | Destroy | |

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| Records of anniversaries and commemorations | Date of event + 10 years | Good practice | To Archive: permanent | County Record Office |
| Church newsletters and publications | Date of issue + 2 years | Good practice | To Archive: permanent | County Record Office District Archives/County Record Office |
| Photographic images | | Good practice | To Archive: permanent | District Archives/County Record Office |
| Film | | Good practice | To Archive: permanent | Record Office/TV Archive |
| Sound recordings | | Good practice | To Archive: permanent Seek advice from District Archivist | District Archives/other |
| Church banners | | | | |

For Circuits

| Class | Type | Retain for use | Reason | Action | Archive Location |
|---------------------------------|---|------------------------------|--|--|----------------------|
| Meetings | Circuit Meeting | Current connexional year + 5 | Good practice | To Archive: permanent | County Record Office |
| | Meetings reporting to the Circuit Meeting | Current connexional year + 3 | Included in papers of above | To Archive: after weeding | County Record Office |
| | Records relating to ecumenical bodies | Current connexional year + 2 | Good practice | Consult District Archivist | County Record Office |
| Employment | Employee tax and insurance records | Current tax year + 6 | Statutory | Destroy | |
| | Insurance records: employer's liability | Current tax year + 40 | Statutory | Destroy | |
| | Pension contribution records | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Contracts of employment | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Annual tax return | Current tax year + 6 | Statutory | Destroy | |
| Expenses claims | Current tax year + 6 | Limitation Act 1980 | Destroy | | |
| Finance | Annual accounts | Current connexional year + 6 | Limitation Act 1980 | To Archive: permanent | County Record Office |
| | Cash books | Current connexional year + 6 | Good practice | Destroy: unless of particular value (consult with DA) | |
| | Cheque book/paying in slips | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Financial statements | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Accounts of reporting organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in Circuit accounts: permanent | County Record Office |
| Accounts of Youth organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in Circuit accounts: permanent | County Record Office | |
| Schedule B returns | 2 years after audit | Good practice | Destroy (based on accounts) | | |
| Missionary accounts | Current connexional year + 6 | Limitation Act 1980 | To Archive: possibly weed | County Record Office | |

**Membership/
General**

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| Circuit Directory | Review annually | | Superseded copy to Archive, subject to usual 30 year rule. | County Record Office |
| Circuit registers of baptisms | Whilst register in use | CPD SO 054 | To Archive: permanent | County Record Office |
| Circuit Plans | Current connexional year + 2 | Good practice | To Archive: permanent | County Record Office |
| Newsletters | | Good practice | To Archive: permanent | County Record Office |
| Banners | | | Consult District Archivist | |
| Images/Film/Sound Recordings | | Good practice | Consult District Archivist | |
| General correspondence | Conclusion of matter + 1 year | Good practice | Destroy | |
| Records of anniversaries and commemorations | Date of event + 10 years | Good practice | To Archive: permanent | County Record Office |
| Circuit newsletters and publications | Date of issue + 2 years | Good practice | To Archive: permanent | County Record Office |
| Records of Local Ecumenical Partnerships | Discuss with partners | | Consult District Archivist | |
| Copies of replies to District and Connexional questionnaires and circulars | Last action + 5 years | Good practice | Consult District Archivist | |

Property

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|--|----------------------------------|---|---------------------------|----------------------|
| Trust deeds | Now of historic interest only | Registration of Methodist property, as agreed by Conference | To Archive: permanent | County Record Office |
| Insurance policies | 40 years | Commercial practice | Destroy | |
| Claims correspondence | 3 years after last action | Commercial practice | Destroy | |
| Property agreements and leases | 1 year after end of agreement | Commercial practice | To Archive: permanent | County Record Office |
| Licences for use | 1 year after end of agreement | Commercial practice | To Archive: after weeding | County Record Office |
| Methodist property logs | Whilst log, or church, is in use | CPD SO 941 | To Archive: permanent | County Record Office |
| Quinquennial inspection reports | Hold in property log | CPD SO 941 | | County Record Office |
| Records of building schemes | | | To Archive: after weeding | County Record Office |
| Chapel registration certificates | Permanently | | | District Safe |
| Records of church closure and sale of premises | Current connexional year + 6 | Limitation | To Archive: after weeding | County Record Office |
| Records relating to manse inspections | Hold in property log | CPD SO 954 and 965 | To Archive: permanent | County Record Office |

Health & safety

Safeguarding

TO BE ADVISED

Electronic

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| Website | Take a snapshot each year, and before any major changes | Good practice | Consult Liaison Officer for Methodist Archives | |
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For Districts

| Class | Type | Retain for use | Reason | Action | |
|-------------------|---|-------------------------------|--|---|----------------------|
| Meetings | Synod | Current connexional year + 5 | CPD SO 415 (states until no longer required for current reference) | To Archive: permanent [NB one copy in Methodist archives, one in a local repository.] | County Record Office |
| | District Committees | Current connexional year + 3 | Good practice | To Archive: permanent | County Record Office |
| Employment | Employee tax and insurance records | Current tax year + 6 | Statutory | Destroy | |
| | Insurance records: employer's liability | Current tax year + 40 | Statutory | Destroy | |
| | Pension contribution records | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Contracts of employment | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| | Annual tax return | Current tax year + 6 | Statutory | Destroy | |
| | Expenses claims | Current tax year + 6 | Limitation Act 1980 | Destroy | |
| Finance | Annual accounts | Current connexional year + 6 | Limitation Act 1980 | To Archive: permanent | County Record Office |
| | Cash books | Current connexional year + 6 | Good practice | Destroy: unless of particular value (consult with DA) | |
| | Cheque book/paying in slips | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Financial statements | Current connexional year + 6 | Limitation Act 1980 | Destroy | |
| | Accounts of reporting organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in District accounts: permanent | |
| | Accounts of Youth organisations | Current connexional year + 6 | Limitation Act 1980 | To Archive, if not included in District accounts: permanent | |
| Membership | Synod Directory | Review annually | | Superseded copy to Archive, subject to usual 30 year rule. | County Record Office |
| Property | Insurance policies | 40 years | Commercial practice | Destroy | |
| | Claims correspondence | 3 years after last action | Commercial practice | Destroy | |
| | Property agreements and leases | 1 year after end of agreement | Commercial practice | To Archive: permanent | County Record Office |
| | Licences for use | 1 year after end of agreement | Commercial practice | To Archive: after weeding | County Record Office |

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| | Quinquennial inspection reports | For as long as required for current business | | To Archive: permanent | County Record Office |
| | Records of church closure and sale of premises | Current connexional year + 6 | Limitation | To Archive: after weeding | County Record Office |
| Safeguarding | TO BE ADVISED | | | | |
| General | General correspondence | Conclusion of matter + 1 year | Good practice | Destroy | |
| | District newsletters and publications | Date of issue + 2 years | Good practice | To Archive: permanent | County Record Office |
| | Local Ecumenical Partnership agreements | Duration of agreement | | To Archive: permanent | County Record Office |
| | Copies of replies to Connexional questionnaires and circulars | Last action + 5 years | Good practice | Consult District Archivist | |
| Electronic | Website | Take a snapshot each year, and before any major changes | Good practice | Consult Liaison Officer for Methodist Archives | |
| Misc. | Minutes of the Annual Conference & Directory | | Good practice | | District Archives/NEMHS |