

Keep or Bin: Care of Christ The King Community Church Records

Information Type	Retention Period¹
Gift aid declarations and paperwork	6 complete calendar years after last gift claimed on the declaration.
Bank Statements	Seven years
Church Directory	Until consent is removed for an entry or contact cannot be confirmed/is no longer accurate
Membership forms	Indefinitely
Meeting Minutes	Indefinitely
Membership List	As long as a person is a member. Updated Annually
Congregational email list	Until request removal or no longer part of the congregation. Updated Annually
Prayer Chain List	As long as a person is part of the prayer chain
Sub Group email lists	e.g. Search group, Stewards Group, Worship teaching and prayer group, Pastoral Care group. Kept as long as the group exists, and the person remains in the group.
DBS Confidential Declaration	7 years
DBS Checks	7 years
DBS Spreadsheet	7 years
Volunteer contracts for Sunday School	7 years
Youth Club/Rock Solid Consent Forms	Until child is 18
Sunday School and Sunday Youth Consent Forms	Until child is 18
Youth Home Group Contacts	As long as the person is a member of the home group?
Church Accident Form	7 years or if in regard to a child, until child is 18, whichever is longer applies
Photographs and videos of events	Retained for historical records
Registers of Marriage	There are 2 copies and they are held indefinitely. Once full 1 copy goes to the Registry office in Bletchley
Register of Baptisms	Indefinitely
Newsletter	Twelve months
Main Rota	Twelve months
Music group Rota	Twelve months
Worship group rota	Twelve months
Supplier Records	Until they are no longer needed
CBA and Mission Partnership minister details	Until no longer on the relevant bodies contact lists.
Visiting Ministers Info	Until no longer available as a visiting Minister
Prayer Requests	Until prayer is no longer required
Sermon recordings	Twelve months
Search group minutes	As long as the search group is in existence.
Visitor Book	Indefinitely
Invoices	7 years
Personal data relating to events for which additional information is gathered e.g. Church outings	Disposed of immediately after the event unless anything has occurred (e.g. an accident) which indicates that records should be retained for a longer period, until no longer legally required to do so.
Safeguarding matters	Indefinitely or until advised otherwise by authorities.

Updated 23.05.2018
