

Anglican Church of St Thomas, Kefalas, Crete, Greece
Diocese in Europe | Church of England

Document Retention Policy
Draft: March 3, 2020

Except where designated by the policies of the Diocese in Europe, documents will be held in a locked file cabinet in the shed on the property of St Thomas. The administration of these documents is reserved to the incumbent priest in charge and the wardens. At their discretion it may be delegated to another individual, who will be ratified by the Church Council as the "Chaplaincy Archivist".

Record Type	Retention Period	Comments
Parish Registers	Permanent	Baptism, Confirmation, Marriage, & Burial – current volumes in chaplaincy.
Vestry Register - Services	Permanent	Current volume in chaplaincy.

Financial Records & Business Records		
Annual Financial Statements	Permanent	
Balance Sheet	Permanent	
General Ledger	Permanent	
Budgets	Permanent	
Insurance Records	Permanent	Annual policies covering property (including automobile) and liability.
Banking: Deposit slips Bank draft Reconciliation Statement Cash Book Cheque Register Cancelled Cheque	7 years	
Monthly Financial	7 years	
Receipts	7 years	
Tax return (if any)	7 years	Includes any documentation

Personnel		
Personnel files	Permanent	Includes anything relating to search, or discernment.
Payroll records	7 years	
Screening files, criminal record checks, etc.	5 years	
Personnel Policies	Permanent	

Record Type	Retention Period	Comments
Buildings and Equipment		
Deeds	Permanent	
Building plans, surveys.	Permanent	
Valuation reports	Permanent	
Building inspection	Permanent	
Inventory of property; Church House inventory	Updated every 5 years	
Contracts	Permanent	Contracts with suppliers.

Chaplaincy Operations		
Policies	Permanent	Even if superseded, keep.
Vestry Report	Permanent	
Reports to the Diocese	Permanent	
Electoral Roll, Past & Present	Permanent	
Minutes of meetings	Permanent	
Chaplaincy Profiles	Permanent	
Pew Bulletins and Liturgies	Selective retention	
Histories, anniversary booklets	Permanent	
Correspondence of wardens and clergy on church matters	As available and thought necessary	

Any document relating to an ongoing investigation, court case or audit must not be destroyed. regardless of previously agreed retention schedule.