

V2201

Next Review Date Feb 2025



**WILMSLOW UNITED REFORMED CHURCH**

**Appendix 2 DOCUMENT RETENTION SCHEDULE**

<b>Section</b>	<b>Consent/ Leg. Int</b>	<b>Documents</b>	<b>Retention Period</b>	<b>Reason</b>	<b>Action after Retention period</b>
<b>Meetings</b>	Leg Int	Church Meeting Minutes	10 years from the date of the meeting	Good Practice	Archive County Archive office
	Leg Int	Elders Meetings Minutes	10 years from the date of the meeting	Good Practice	Archive County Archive office
		Minutes of Internal Groups	5 years from the date of the meeting	Good Practice	Archive County Archive office

<b>Finance</b>	Consent, as necessary	All financial record- invoices, bills, bank statements, paying in books	6 years from the end of the financial year the record relates to.	Charities Act and HMRC rules	Destroy
	Consent, as necessary	Payroll records including correspondence with HMRC	6 years from the end of the financial year the record relates to.	Charities Act and HMRC rules	Destroy
	Consent, as necessary	Gift Aid declarations and associated paperwork.	6 years from the last receipt and claim.	HMRC rules	Destroy
	Consent, as necessary	Legacy Information documents	6 years after the deceased's estate has been wound up.	In line with requirements for other financial info.	Destroy
*	Consent, as necessary	Church Annual Accounts and Reports	10 years.	Good Practice	Archive