

7.1 DIOCESAN DOCUMENT RETENTION AND DISPOSAL POLICY FOR DIOCESAN RECORDS

Diocesan Council has prescribed that the following rules shall govern the disposal of Records of this Diocese, and the retention of other Records in the custody of this Diocese -

1. Interpretation

In this Policy, unless the context or subject matter otherwise requires or indicates -

"Disposal" of Records means the sale, transfer, destruction, abandonment of or otherwise doing away with Records;

"Diocesan Archives Committee" shall consist of the Diocesan Business Manager, Diocesan Records Officer, Diocesan Accountant and the Parish and Administrative Services Manager.

2. Disposal not required

Nothing in this Policy shall be taken to mean or imply that disposal of any Records of this Diocese, or other Records in the custody of this Diocese, is mandatory.

3. Certain transferring of Records is not disposal

The following instances of the transfer of Records are deemed not to be disposal within the meaning of this Policy -

Where the transfer of Records is undertaken in the course of the transfer of a function, power or duty from one person or body to another, where the Records being transferred are necessary for the discharge of the function, the exercise of the power or the performance of the duty transferred.

Examples: the transfer of records to the University Archives Department; the transfer of Certificates of Title to affect a property sale or transfer.

4. Records which may be disposed of

The following Records may be disposed of, unless the Diocesan Archives Committee notifies the person who has custody of the Records that they must not be disposed of -

4.1 Copies of documents which are held in the same office or which are known to be held in another office of this Diocese;

Examples: extra copies of reports and business papers for meetings; extra copies of bulletins, newsletters.

4.2 Correspondence of no present or future interest, provided that the disposal is agreed to by two Officers -

4.2.1 one being the person with custody of the Records; and

- 4.2.2 the other being a person who is independent of any control or direction by, or responsibility for, the first mentioned Officer;
Example: circulars and brochures of a limited interest or application.
- 4.3 Financial Records more than seven years old, except for cash books, ledgers and journals;
Examples: receipt; invoices; bank statements.
- 4.4 Records which are not listed in the following sections.
- 5. Records which may not be disposed of**
The following Records may not be disposed of -
- 5.1 Records which are required to be raised, made or kept under the provisions of any of the Ordinances of the Diocese;
Example: Minutes of Diocesan Meetings
- 5.2 Records which by law must be retained;
Example: documents issued pursuant to fire safety regulations.
- 5.3 Ordinances, regulations, instructions from the Bishop, the Diocesan Synod, the Diocesan Council and any others in authority;
Example: instructions on the administration of the sacraments.
- 5.4 Property Registers and inventories of properties, contents of properties, and goods owned by or in the possession of the Diocese;
Examples: inventories made for insurance purposes; superseded inventories.
- 5.5 Records relating to properties, contents of properties, and goods owned by or in the possession of the Diocese at the present or in the past, which provide information as to their history, how the Diocese came to own or have possession of them, their construction, alterations and works done to them, and their disposal from the ownership or possession of the Diocese;
Examples: title deeds; correspondence; maps; local histories; photographs; drawings; instruction manuals for equipment; faculties; deeds of dedication.
- 5.6 Records relating to bequests, legacies and memorial gifts;
Examples: copy of wills; correspondence with an executor or donor; material relating to the person making a bequest; material relating to a person in whose memory a gift was received.
- 5.7 Correspondence with, and certificates, licences and permits issued by, any branch of government and financial institutions;
Examples: art union permits; certificates of exemption from federal tax; permits to hold street stalls and processions.

- 5.8 Records made or acquired by an officer of the Diocese pursuant upon the exercise of the officer's duties, responsibilities or functions;
Examples: notes of meetings and conversations; drafting notes; reports, correspondence received and sent; official diaries.
- 5.9 Records tabled at meetings, or referred to in minute books, or Records considered by Officers of the Church in making decisions;
Examples: correspondence tabled or received; circulars or brochures which led to payments being made; annual reports; annual financial statements; reports of committees tabled, received or referred to.
- 5.10 Records which are necessary for administration, or which would be of assistance in administration, including a copy of past annual returns, charts of files and charts of accounts;
Examples: general correspondence; current rosters & checklists; copies of Bishop's licences.
- 5.11 Any financial Records less than seven years old, and all cash books, ledgers and journals of any age;
Examples: receipts, invoices and bank statements less than eight years old.
- 5.12 Circular letters, newsletters and brochures originating in the Diocesan Office;
Example: file copy of newsletters.
- 5.13 Forms and orders of service for particular events, seasons and occasions, and papers produced for use or distribution at particular church services;
Examples: dedication services; carol services; services for Consecration or blessing of parish church; pew bulletins.
- 5.14 Speeches, sermons and addresses given in relation to any activities of the Diocese where an original or a copy is given into the custody of the Diocese;
Example: Bishop's sermons or Charge to Synod.
- 5.15 Private Records.
Example: private papers deposited with the Diocese relating to a Parish, school, institution, entity, society or person.

6. Methods of disposal.

- 6.1 Permission to dispose of Records means permission to destroy them, or arrange for their destruction (apart from methods of disposal permitted in the following sub-section), provided that where any of the information in the Records is of a private, personal or sensitive nature the person destroying them or arranging for their destruction must ensure that they are made unreadable before leaving that person's custody.
Examples: copies of parish rolls; copies of confidential or private correspondence.

- 6.2 Where the disposal of Records is permitted by the terms of this Policy, the approval of the Diocesan Archives Committee must be obtained before any Records are transferred outside the custody of this Diocese or abandoned or destroyed.

Examples: sale of property; gift to another church; depositing with or lending to a local archives or the library of an educational institution; leaving behind when a building is sold.

- 6.3 Following recommendation by the Diocesan Archives Committee of Records for Disposal, the list, containing file name and number, must be co-signed by the Bishop of the Diocese and the Diocesan Business Manager. Only then can destruction of records be effected.

Such lists for Disposal of Records shall be kept indefinitely.

- 6.4 That notwithstanding any other provision of this policy, Diocesan Records shall not be disposed of by way of sale without the express prior approval of the Bishop.

Adopted by Diocesan Council on 29 October 2010.