



SCHEDULE OF RECORDS TO BE ARCHIVED

PARISH:

CENTRE:

DATE	BRIEF DESCRIPTION OF FILE CONTENTS AND REASON FOR DESTRUCTION	PARISH COUNCIL DECISION TO SEEK APPROVAL TO DESTROY RECORDS	AUTHORISED BY	AUTHORISED BY	DATE TRANSFERRED TO ARCHIVES	RECEIVED AT ARCHIVES

Copy 1 – To Parish Services Manager for approval

Copy 2 – Retained by the Parish

Copy 3 – Approval/Non Approval from the Diocesan Business Manager : Returned to Parish

Copy 4 – To accompany records to the Archives. (Copy of the schedule indicating received by the University to be retained by the Parish)

Note: No records can be transferred to the Diocesan Archives at the University without the approval of the Diocesan Business Manager