Anglican Diocese of Newcastle

SCHEDULE OF RECORDS TO BE DESTROYED

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 OF DESTRUCTION

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
Note: No records can be destroyed without the approval of the Diocesan Business Manager