

# Archives and Records Management

**Canon 486 § 1:** *“All documents which regard the Diocese or Parishes must be protected with the greatest care.”*

**Canon 535 §4:** *“In each parish there is to be an archive, in which the parochial books are to be kept, together with episcopal letters and other documents which it may be necessary or useful to preserve.”*

# The Diocesan Archives

- Based in Archbishop's House, Southwark
- Holds the records of the Archdiocese of Southwark from its foundation in 1850, selecting records of permanent value and preserving them
- Aims to be a custodian of the collective memory and identity of the Diocese; telling it's story, offering greater openness and accountability, to make available resources to researchers and to be a useful resource for the Diocese
- The Archive does not hold any parish records; these archival records should all be held in the parish, however,
  - The Diocesan Archivist is able to support and advise parishes in caring for their historical records and Parishes are welcome to get in touch regarding their archives

# Parish Archives

Guidance is available through the 'Record Keeping Advice for Parishes' document available on the Finance Office website which includes:

- What are Parish records and archives?
- Caring for Parish records
- Records retention
- The Diocesan Archive
- Additional resources, advice and appendices



Southwark Archdiocesan Archive  
Record Keeping Advice for Parishes

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# Records Management: Good Practice in Parishes

Good records management practices assist with information security. It is recommended that:

- Use password protection to prevent access to digital records which may contain confidential information
- Do not leave confidential files or records loose; ensure that records are held in locked cabinets and remain on site
- This also applies to data storage devices
- This is especially important under GDPR which is specific to the protection of personal information

# Records Management and Disposal in Parishes

Parishes are responsible for managing their records, including disposal.

GDPR states:

- records which contain sensitive information need to be managed securely, even at their disposal.
  - Confidential paper waste must be either shredded on site or placed in appropriate confidential receptacles for secure disposal by a reputable company.
- disposal should occur in a timely manner after record's use is concluded
- disposal of confidential records require documentation of their disposal
  - Disposal forms are available from the website

# Shredding

Corporate approach proved too difficult to manage and seemed to be “one size fits all” – the Finance Office sorry for any confusion and upset caused.

New advice is that Parishes will be responsible for their own records management, including when they decide that they require shredding, which company they wish to employ and what approach works best for them (bins, consoles, bags, on-site, off-site etc.)

As per the records management policy here in the Diocese please be aware of the following:

- disposal forms are required to be filled out and kept permanently as a record of what was disposed of; this is required because evidence of what was disposed of, why and when is important to comply with legislation.
- certificates of destruction that are issued by a confidential shredding company should be kept with the disposal forms, but are only needed to be retained for 6 years + current year, as required by legislation
- please follow retention advice when determining what material to dispose of.

We can advise on choosing shredding contractors.

# What is confidential waste?

Any information which contains personal data about a living individual, such as:

- Staff records; interviews, personnel records, disciplinary cases, job applications, interview notes, redundancy, sick pay, maternity, wage/salary, income tax/National Insurance, and health/medical records
- Correspondence or other data which reveals personal details or which includes comments on a named living person (such as complaints)
- Correspondence or other data which reveals the contact details, including home or personal e-mail address, or any financial details of a named living person, unless permission has been given to circulate the details
- Questionnaire or other data collected under an express or implied guarantee of confidentiality

Corporate legal documents having a bearing on a law enforcement or current court action

Any information which contains data that is sensitive to the organisation, its suppliers or employees, such as:

- Financial information; bank details, invoices, insurance details

# What is not confidential waste?

Any information, record or copy thereof which is already in the public domain, such as:

- Brochures, magazines, leaflets, newspaper articles

Personal data which has been fully anonymised

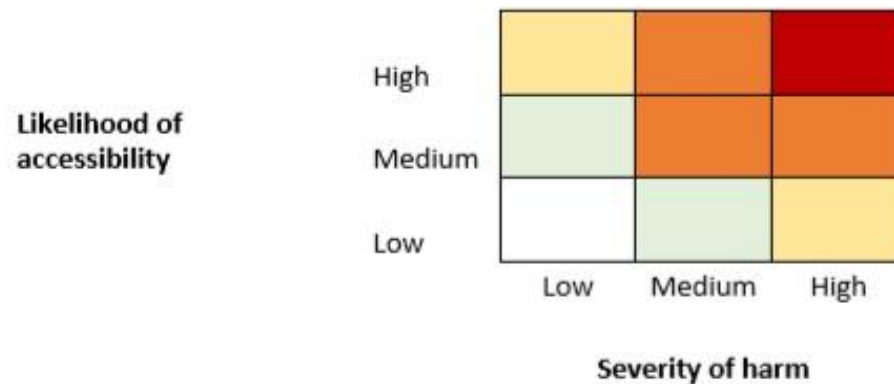
Everything else not listed under 'confidential waste'



# The Risk Matrix

A risk matrix can assist with determining how **best** to dispose of confidential waste. The determination as to where your records sit within this matrix is at the discretion of the staff member who manages the record(s).

Figure 1:



# Contact us

For historical records, advice on storage or preservation and general support and guidance relating to all things archival, please contact:

Jenny Delves, Diocesan Archivist [archives@rcaos.org.uk](mailto:archives@rcaos.org.uk) or **020 7202 8193**

For current or semi-current records, such as application of retention to records, their disposal or general best practice in records management, please contact:

Alison Forsey, Records Management and GDPR Assistant  
[recordsmanagement@rcaos.org.uk](mailto:recordsmanagement@rcaos.org.uk) or **0207 960 2506**

# Resources

Finance Office website: <http://www.rcsouthwark.co.uk/finance.html>

- Paper Records Disposal Form
- Record Keeping Advice for Parishes
  - Caring for your historical archives and parish records
  - Records retention
  - Further advice and resources
- Finance Office Retention Schedule
- GDPR FAQ's



### PAPER RECORDS DISPOSAL FORM

Parish/Agency Name:	
Name of Person Completing Form: (please print clearly)	
Date:	

Guidance on filling in this form: The 'Description of records' field can be a general description of the content of the records requiring disposal, and one disposal form can cover several groups of records provided the description is clear and easily understood with the quantity of the records listed. There is no need to record the disposal of ephemeral or transitory material which is disposed of during the course of routine destruction.

**CAUTION:** A record may not be destroyed if any litigation, claim, negotiation, audit or data protection request involving the record is initiated before the expiration of the retention period. The record must be retained until the completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

Record Title:	
Description of Records:	
Quantity:	
Date Range (yyy-yyyy):	
Reason for Disposal: [Refer to the Retention Schedule]	
Date of Disposal:	

**DISPOSAL AUTHORITY DECLARATION\*:**

I certify that these OFFICIAL RECORD COPIES are past the retention period specified by the Retention Schedule and that all audit and administrative requirements have been satisfied.

I certify that these records ARE NOT required as part of any litigation, claim, audit, or data protection request and all administrative requirements have been satisfied.

I certify that this document will be retained PERMANENTLY as evidence of the approved destruction.

Authority:			
Name		Date:	
Signature			

\*The manager or nominated deputy are the only authorities who can sign off on disposal

Disposal form for confidential records to be used by Parishes.