

#	Item	Retention Length	Justification
1	Church Membership Lists	10 years	Official Record of the Church; Respond to requests from Churches and other Christian organisations
2	Minutes of meeting	In Perpetuity	Official Record of the Church; to enable historic research
3	Financial Records including Gift Aid	6 years	Required by HMRC
4	Consent Forms	3 years	In case of any issues arising
5	Other records	1 year	Default retention policy