

Information Sheet – Church Record Keeping

There are different requirements regarding managing information and it is sometimes difficult to pin down exactly how long to keep records. Ideally, records should be kept for as long as possible, but this is to be balanced with the church's resources. It is strongly recommended that records should be kept electronically as much as possible, for ease of reference later on.

Type of Report/Information/Document	Time to be Kept
Annual reports	Minimum 7 years (ACNC requirement)
Building plans	Indefinitely
Complaints and Grievances	7 years
Financial records	7 years
Incident reports	5 years (WHSQ requirement)
Insurance information and claims	Indefinitely
Legal documents: constitutions, property titles, employment contracts	Minimum 7 years, but prefer indefinitely
Membership lists	Minimum 7 years
Minutes and reports of the Governance Group	Minimum 7 years (ACNC requirement)
Minutes of organizational and congregational meetings	Minimum 7 years (ACNC requirement)
Newsletters	Not required, up to individual churches
Other HR info (e.g. time and wages)	7 years (FWO recommendation)
Photographs and audio-visual material	Up to the church
Publications: histories, anniversaries, special occasions, brochures, service orders for special occasions	Up to the church, but historical records may be stored in CofCQ Historical Centre
Registers of baptisms and marriages	Baptisms optional after 1 year, marriages indefinitely
Reports of Abuse or Criminal Matters	Indefinitely
Selected correspondence of all committees and groups	Up to the individual church, but if ACNC related, should be kept for a minimum 7 years
Sunday School and Youth Group attendance rolls	7 years
Workplace health and safety reports	5 years (WHSQ requirement)