

## 2013-2016 EDITION

### **GRIEVANCE RECORDS**

This series documents grievances brought forward by employees against the institution concerning affirmative action; equal opportunity; policies and procedures. This series may include but is not limited to notices of grievance; informal discussion notes; grievance responses; formal hearing records, including tapes; transcripts and tapes of individual interviews; logs of persons interviewed; action(s) taken; settlement agreements; case histories; final summary statements; appeals documentation; and related documentation and correspondence.

Official Copy: Conference office or Legal Advisor

**Retention:** 3 years after grievance is settled.

Destroy the Official Copy 3 years after grievance is settled.

### **INSURANCE POLICIES, INACTIVE**

This series is comprised of inactive insurance polices and related correspondence.

Official Copy: Conference Office

**Retention:** Permanent

Transfer inactive policies to the Archives

### **INSURANCE ELECTION RECORDS, EMPLOYEES'**

This series is comprised of the forms filled out by employees when they make their insurance options elections

Official Copy: Conference Office

**Retention:** 6 years after termination of employment

Destroy official copy after 6 years

**2013-2016 EDITION**

**INVENTORIES OF PROPERTY  
AND EQUIPMENT**

This series consists of lists, both written and photographic, of the property and equipment of the conference or agency

Official Copy: Conference Office

**Retention:** Until superseded by new version

Transfer old copies to Archives for review.

**INVOICES**

This series contains invoices and paid bills

Official Copy: Treasurer

**Retention:** 7 years, except for major building construction/alterations - Permanent

Destroy official copy after 7 years (transfer construction records to Archives)

**PAY AUTHORIZATION  
RECORDS**

This series consists of pay documents which substantiate and, in part, authorize the issuance of payroll checks for particular amounts. This series may include but is not limited to Payroll/Budget Request Forms and time cards.

Official Copy: Conference treasurer

**Retention:** 5 years.

Destroy the Official Copy after 5 years.

Other copies used in offices

**Retention:** 1 year.

Destroy other copies after 1 year.

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### **PERSONNEL RECORDS, STAFF**

*Personnel Files*

This series documents the employee's work history and includes routine, non-evaluative information such as job title, rank, full-time equivalency (FTE), dates of employment, salary, employing department, education and employment background. Some of the documents comprising this series include confidential information such as social security number, birth date, and marital status. This series may include but is not limited to copies of Affirmative Action Compliance Data Forms; Applications and Contracts for Sabbatical Leave; Conditions of Employment; Memoranda of Agreement; Notices of Appointment; Pay/Budget Action Forms; Personnel Action Forms (PAs), including Salary Adjustments Requests for Approval for Outside Employment; resumes or curriculum vitae; Retirement Agreements; Sick Leave Accrual Forms; and related documentation and correspondence, such as letters of resignation and memos confirming appointments.

Official Copy: Conference office

**Retention:** 7 years after termination

Destroy official copy 7 years after termination of employment

### **PERSONNEL RECORDS, MINISTERIAL**

*Ministerial records, diaconal records*

This series will contain identifying/directory information, such as name and address; census-type information, such as gender, ethnic origin and birth date; family data such as marital status, date of marriage and names of children; candidacy information; conference relationship information such as dates of admission and status; appointment information; judicial proceedings records and surrendered credentials. (See supervisory files)

Official Copy: Conference Office

**Retention:** Genealogical information and appointment data- Permanent; 25 years after end of relationship for rest of file

Transfer to archives after person no longer active

### **PROPERTY FILES**

*deeds, title papers, repair history, permits, lease agreement and  
correspondence*

This series contains records dealing with the ownership and maintenance of property.

Official Copy: Conference Office.

**Retention:** Permanent

Transfer to Archives for permanent safekeeping

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### **PURCHASE ORDERS**

This series documents purchase of items, or repair of items and related correspondence

Official Copy: Treasurer

**Retention:** 7 years

Destroy after 7 years

### **REAL ESTATE SURVEYS**

*Real estate survey, plots plans*

This series contains real estate surveys, plots plans and related correspondence.

Official Copy: Conference Office

**Retention:** Permanent

Transfer to Archives for safekeeping

### **REJECTED APPLICATIONS**

*Rejected and Incomplete Employment Applications*

This series documents employment applications that were submitted for jobs with the conference and for reasons of incompleteness or inadequate qualifying experience/training are rejected.

Official Copy: Conference office

**Retention:** 2 years.

Destroy the Official Copy after 2 years.

### **SEARCH RECORDS**

This series documents the selection process for advertised management service and classified positions. This series may include but is not limited to applications; curriculum vitae or resumes; academic transcripts; samples of writing or publications; approvals of recruitment proposals; Certificate of Eligibles; candidate lists; position announcements; position advertisements; position descriptions; copies of Affirmative Action Compliance Data Forms; interview materials such as rating sheets, tallies, screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters.

Official Copy: Conference office

**Retention:** Place record with the personnel file; 5 years after search completed for all other records.

Retain application materials of successful candidate in the Personnel Files; destroy the Official Copy of all other records 5 years after the search is completed.

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### **SHIPPING AND FREIGHT RECORDS**

This series documents the shipping receiving of material , either by freight carrier or by such carriers as UPS or FedEx, and related correspondence

Official Copy: Office of origin

**Retention:** 3 years

Destroy after 3 years

### **STAFF MEETING RECORDS**

This series documents the meetings of the staff of a department, or office which sets policy and procedures for the unit. Participants at meetings may be composed exclusively of or a mixture of staff, administrators, and managers; specialized and task oriented sub-committees composed of unit personnel are also documented as part of this record series. These meetings may concern routine matters of procedure and topics such as program development, planning, administrative and personnel management, and assessments of future needs. This series may include but is not limited to meeting notes/minutes; reports; working papers; agendas; and related documentation and correspondence.

Official Copy used in offices

**Retention:** Permanent.

### **SUPERVISORY FILES, MINISTERIAL**

This series may contain: list of appointments served; documents, conversations, agreements and supervisor perceptions and any actions which relate to them; letters and comments solicited and unsolicited, information from the local church; appraisals and summaries written by the district superintendent. It may also contain copies of material found in the personnel file. (See also Personnel Files, Ministerial)

Official Copy: Conference Office

**Retention:** 25 years after separation

Destroy official copy after 25 years.

### **TAX-EXEMPT CERTIFICATES AND FORM 990**

This series documents the tax-exempt status of the conference and its functions.

## 2013-2016 EDITION

Official Copy: Conference Office  
**Retention:** Permanent

### **TAX RETURNS**

*Tax returns, tax filings*

This series comprises tax returns, supporting documentation and related correspondence

Official Copy: Treasurer

**Retention:** 7 years

Destroy 7 years after filing period provide no legal action being taken

### **TAX WITHHOLDING AUTHORIZATION RECORDS**

*W-4s*

This series documents amounts withheld by Payroll from employees' checks for taxing authorities. This series may include but is not limited to the Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code; Withholding Allowance Certificates (W-4s); and Non-resident Alien Request for Exemption from Tax Withholding (CO-477). Individual forms may include employees' names, addresses, social security numbers, and tax identification numbers.

Official Copy: Conference treasurer

**Retention:** 7 years after authorization expires or is superseded.

Destroy the Official Copy 7 years after authorization expires or is superseded.

### **TIME SHEETS**

This series contains time sheets and related correspondence and memoranda.

Official Copy: Office of original

**Retention:** 3 years

Destroy after 3 years

### **TRAVEL RECORDS**

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This series documents approved travel by employees and is used to monitor travel expenditures and for planning purposes. This series may include but is not limited to travel request forms indicating purposes, itineraries, methods of travel, funds from which travel is to be paid, and estimated expenditures; Travel Reimbursement Requests (employee and non-employee); receipts; authorizing signatures; and related documentation and correspondence.

Official Copy: Conference office

**Retention:** 5 years.

Destroy the Official Copy after 5 years.

Other copies used in offices

**Retention:** 2 years.

Destroy other copies after 2 years.

**2013-2016 EDITION**

<b>ANNUAL CONFERENCE OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Accident and Injuries Records	Workers Compensation Claims Records	settled+6	active	NO
Account Request Forms	Request to establish a new account	active+3	2	NO
Accounts Payable Records	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7	2	NO
Accounts Receivable Records	A/Rs, Billing Records, Charges Records, Sales Fiscal Records, Rentals Fiscal Records, Journal Vouchers, Invoice Records	7	2	NO
Act of Incorporation	official papers and records	Permanent		As Necessary
Administrative Reports	Conference journal, Annual Reports for conference agencies or corporations	Permanent	4	YES
Affirmative Action Recruitment Review Records	Affirmative Action Compliance Record, Affirmative Action Compliance Data (AACD), Applicant Pool Reports, Contract Review Records	6	2	NO
Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Permanent	4	YES
Architectural Drawings, Blueprints, and Maps		Permanent.		YES
Audit Records		Permanent	4	YES
Bank Deposit Records		7	2	NO
Bank Deposit Slips		3	3	NO



**2013-2016 EDITION**

<b>ANNUAL CONFERENCE OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Bank Statements		7	3	NO
Benefits Policies and Procedures Records		Permanent	Active	YES
Bequest and Estate papers	wills, gift agreements, bequests	Permanent		As Necessary
Budget Records	Annual Budget	Permanent.	4	YES
Bylaws		Permanent	Active	YES
Cancelled Checks Records	Cashed Checks	7	1	NO
Certificates of Deposit, Canceled		3	3	NO
Committee Records	Conference Committees Records, Agency Committee Records, Board Committee Records	Permanent	4	YES
Contracts	repairs, maintenance, lease agreements, loans	4 - service contracts; 6 -Repairs, Lease, Loans; Permanent - new construction	4	NO - except for those going to Archives
Correspondence - subject	Correspondence on special or topical interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1	1	NO
Deduction Authorization Records	Deductions Input List	Active +4	Active	NO
Deeds	Deeds, Conveyances, Covenants, easements	Permanent		As Necessary
Employment Eligibility Verification Forms		Employed +1 (3 yrs min)	3	NO
Employment Policies and Procedures Records	Employment Policies	Permanent.	Active	YES
Grievance Records		Settled +3	Active	NO
Insurance Policies		Permanent	Active	YES

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ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Conference Archives
Insurance Election Records, Employees		employment +6	Active	NO
Inventories of Property and Equipment		Until superseded	Active	Transfer to Archives for Review
Invoices		7 (except for major construction)	3	NO (transfer major construction series to Archives)
Pay Authorization Records		5	1	NO
Personnel Records, Staff	Personnel Files	active+7	Active	NO
Personnel records, ministerial	members of the annual conference	genealogical /appointment - Permanent Rest - Active +25	Active	YES for permanent material
Property Files	deeds, title papers, repair history, permits, lease agreement	Permanent		As Necessary
Purchase Orders		7	3	NO
Real Estate Surveys	surveys, plot plans and related correspondence	Permanent		As Necessary
Rejected Applications	Rejected and Incomplete Employment Applications	2	1	NO
Search Records- accepted		Active+7	Active	NO
Search Records - all others		5	1	NO
Shipping and Freight Records		3	3	NO
Staff Meeting Records		Permanent	4	YES
Supervisory Files, Ministerial	Members of the annual conference	Active+25	Active	NO
Tax-Exempt Certificates	Certificates and Form 990	Permanent		As Necessary
Tax Returns		7	5	NO

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<b>ANNUAL CONFERENCE OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Tax Withholding Authorization Records		Active +7	Active	NO
Time Sheets		3	3	NO
Travel Records		5	1	NO

## Annual Conference Examples

### DISTRICT SUPERINTENDENTS AND DISTRICT OFFICES

Unless appearing in this list, the district offices follow the guidelines for the annual conference.

#### ADMINISTRATIVE REPORTS

*District Reports, District conference,  
Closed local church records*

This series contains official reports from within the district. This includes the reports from the various district committees and program groups as well as the official district conference session report filed by the superintendent. Closed local church records should be turned over to the conference archives as soon as possible after the closure is complete. See **Discipline ¶2549.4**.

Official Copy: District office

**Retention:** Permanent.

Other copies: Receiving units

**Retention:** Until superseded or obsolete.

Destroy all other copies when superseded, obsolete, or no longer needed for reference.

#### CHARGE CONFERENCE REPORTS

Official reports gathered by the District Superintendent from the Charge Conferences within the district.

Other copies: District office

**Retention:** Dispose after appropriate information extracted for the annual conference journal.

Official Copy: Local charge or church

**Retention:** Permanent; kept at the local church archives. (See local church retention schedule)

#### CHARTERS, CONSTITUTIONS & BY-LAWS

*District organizations*

Charters, constitutions and by-laws for various district organizations

Official Copy: District office or organization secretary

**Retention:** Permanent

#### COMMITTEE RECORDS

*District Committee Records*

## 2013-2016 EDITION

This series documents the activities of standing and ad hoc committees, agencies and boards of the district. This series may include but is not limited to agendas; meeting minutes; reports; notes; working papers; and related documentation and correspondence.

Official Copy: Committee secretary

**Retention:** Permanent for agendas, minutes, reports, and correspondence; 4 years for all other records  
Transfer the Official Copy of permanent records to the Archives after 4 years; destroy the Official Copy of all non-permanent records after 4 years.

### **CORRESPONDENCE**

*Transitory correspondence,  
Subject correspondence*

A large amount of correspondence should be considered transitory or routine general correspondence. Correspondence of this type might include responses to inquiries concerning time of services or other functions at the district level; information about assistance programs run by the church or in which the church is involved and other routine correspondence which reflects a normal part of the district's program. Special or subject correspondence may focus on a special program or service in which the church is involved, such as special worship services or specific assistance program or some other program which has a specific beginning and end. Transitory correspondence should be reviewed and destroyed on a yearly basis, while subject correspondence should be kept, as it documents a special event in the district's life.

Transitory correspondence

Official Copy: District office

**Retention:** 1 year

Destroy after one year

Subject correspondence

Official Copy: District office or program secretary

**Retention:** Permanent; transfer to archives on routine basis or after end of program

### **EMPLOYMENT POLICIES AND PROCEDURES RECORDS**

*Employment Policies*

This series documents employment policies and procedures administered by personnel offices. This series may include but is not limited to information on appointments; employment of handicapped persons; family employment program; interviewing; job sharing; nepotism; temporary appointments; transfers; and related documentation and correspondence.

Official Copy: District office

**Retention:** Permanent.

Retain the Official Copy in District office until superseded and then transfer to the custody of the Archives.

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**NEWSLETTERS**

*District newsletters*

Newsletters document many of the basic activities of the District. Not only the district newsletter should be kept, but newsletters of the various groups within the district.

Official Copy: District office for newsletter, group secretary for others

**Retention:** Permanent; transfer copies to the archives after 2 years

**STAFF MEETING RECORDS**

This series documents the meetings of the staff which sets policy and procedures for the unit. Participants at meetings may be composed exclusively of or a mixture of staff, administrators, and managers; specialized and task oriented sub-committees composed of unit personnel are also documented as part of this record series. These meetings may concern routine matters of procedure and topics such as program development, planning, administrative and personnel management, and assessments of future needs. This series may include but is not limited to meeting notes/minutes; reports; working papers; agendas; and related documentation and correspondence.

Official Copy used in offices

**Retention:** Permanent.

Retain the Official Copy permanently.

<b>DISTRICT OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Administrative Reports	District reports, district conference records	Permanent	4	YES
Charge Conference Reports		1 year		NO
Charters, Constitutions & By-Laws		Permanent		YES
Committee Records	District Committee Records,	Permanent	4	YES
Correspondence - subject	Correspondence on special or topical interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1 year	1	NO

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<b>DISTRICT OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Employment Policies and Procedures Records	Employment Policies	Permanent.	Active	YES
Newsletters	District newsletters such as, UMW, UMM, UMYF and other District group's newsletters	Permanent	2	YES
Staff Meeting Records		Permanent	2	YES

## Local Church Examples

### ACCIDENT AND INJURIES RECORDS

*Workers Compensation  
Claims Records*

This series documents claims made by employees for occupational injuries, accidents, or illnesses; insurance coverage and related reimbursement issues; and safety analysis and compliance inspections. This series may include but is not limited to Report of Accident forms; Occupational Safety and Health Administration (OSHA) Form 200; OSHA Form 101; incident logs; employer payroll reports; hearing transcripts; notices of claim disposition; determination orders; opinions and orders; appeal letters; claim adjustment documentation; medical reports; cost statements; and related documentation and correspondence.

Official Copy: Church office

**Retention:** 6 years after case settlement.

Destroy the Official Copy 6 years after case settlement.

### ACCOUNTS PAYABLE RECORDS

*Claims and Disbursements Records, Expenses,  
Accounting, Bookkeeping, Paid Invoices,  
Finance, Purchasing*

This series documents expenditures and purchases. The series may also be used to research, evaluate, and monitor prior transactions and/or track the budget. This series may include but is not limited to Purchase Orders; Contract Release Orders; Balance Sheets; bills; invoices; Invoice Vouchers; Journal Voucher/Entry Forms; price quotes; Departmental Requisitions; justifications of purchases; payment authorizations; reports of receipt of goods or services; and related documentation and correspondence.

Official Copy: Treasurer

**Retention:** 7 years.

Destroy the Official Copy after 7 years.

Other copies used in offices

**Retention:** 2 years.

Destroy other copies after 2 years.

### ACCOUNTS RECEIVABLE RECORDS

*Membership contributions, offering records*

This series is used to provide a record of collections and offerings for the local church that are summarized in a general ledger. Offering envelopes need to be kept until the end of the year, when the statements are sent out to the local church members. Afterwards they may be disposed.



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Official Copy: Church Office

**Retention:** 7 years.

Destroy the Official Copy after 7 years.

Other copies used in offices

**Retention:** 2 years

Destroy other copies after 2 years.

Offering envelopes

**Retention** 1 year

Dispose after sending out yearly financial gift statements to local church members.

### ADMINISTRATIVE REPORTS

*Charge Conference reports, Administrative Board Reports, Council on Ministries reports, or Administrative Council Reports*

This series documents the annual activity of the local church and its subdivisions. Final annual reports may be printed and bound or they may be less formal unpublished documents prepared for limited distribution. Report sections may include but are not limited to administrative activities; goals and objectives achieved; fiscal status; project work performed; personnel activity and accomplishments; facility changes; and related sections. This series may include but is not limited to local church charge conference report; administrative board and Council on Ministries reports, or Administrative council reports.

Official Copy: Church office

**Retention:** Permanent

Other copies: Receiving units

**Retention:** Until superseded or obsolete.

Destroy all other copies when superseded, obsolete, or no longer needed for reference.

### ANNUAL FISCAL REPORTS

*Closing of the Books Records, Financial Reports, Balance Reconciliation Records*

This series documents annual fiscal year-end status of accounts and is used to provide the office with summary information relating to its programs which may be used for planning or review. The series includes annual operating statements; schedules of rates; and related correspondence.

Official Copy: Treasurer

**Retention:** Permanent

Send official copy to Local Church Archives on regular basis.

## 2013-2016 EDITION

Other copies used in offices

**Retention:** 3 years.

Destroy other copies after 3 years.

### **ARCHITECTURAL DRAWINGS, BLUEPRINTS, AND MAPS**

This series provides a detailed graphic record of land and buildings of the local church. The series is used as a primary source tool when working on projects to improve or maintain existing buildings and/or land and also when working on new construction. These records are largely created as part of individual construction projects but may include drawings, maps, and photographs worked up independently by the office and from various sources. This series may include but is not limited to architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land; and related documentation.

Official Copy: Church office

**Retention:** Permanent.

Transfer the Official Copy to the local church archives when superseded or inactive.

Other copies used in offices

**Retention:** 3 years after contract completion.

Destroy other copies 3 years after contract completion.

NOTE: Check with the Local Church Archives before destroying any other copies of records in this series.

### **AUDIT RECORDS**

This series documents the unit's response to internal and independent management, operations, and fiscal audits. This series may include but is not limited to audit reports; written responses showing how recommended changes will be implemented; and related documentation and correspondence

Official Copy used in offices

**Retention:** Permanent

Send official copy to Local Church Archives on regular basis

### **BANK DEPOSIT RECORDS**

Official records of bank deposit transactions

## 2013-2016 EDITION

Official Copy: Treasurer  
**Retention:** 7 years  
Destroy official copy after 7 years

### **BANK DEPOSIT SLIPS**

Receipt from bank of deposit transaction

Official Copy: Treasurer  
**Retention:** 3 Years  
Destroy official copy after 3 years

### **BANK STATEMENTS**

This series documents redeemed checks and other financial matters related to local church bank accounts.

Official Copy: Church Office or treasurer  
**Retention:** 7 years.  
Destroy the Official Copy after 7 years.

### **BENEFITS POLICIES AND PROCEDURES RECORDS**

This series documents policy and procedure decisions and important events in the operations history of the office and includes contracts and formal documents which state or form the basis for policy or set precedents. This series includes but is not limited to records concerning dependent care flexible spending account program records; early retirement programs; employee orientation program; injured worker benefits; medical, dental, life/disability insurance program records; open enrollment records; Retirees; tax deferred investment programs; US Savings Bonds; Volunteer Insurance; and related documentation and correspondence.

Official Copy: Church Office  
**Retention:** Permanent  
Transfer superseded documents to Local Church Archives

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**BEQUEST AND ESTATE PAPERS**

*Wills, gift agreements, bequests and other grants  
of real property or assets.*

This series relates to gifts, financial or otherwise, to the church. These papers document the origin, transfer and requirements or restrictions of the gift

Official Copy: Church Office/Trustees

**Retention:** Permanent

Transfer to Local Church Archives for permanent safe keeping

**BUDGET RECORDS**

*Annual Budget*

This series documents the annual budget; and related documentation and correspondence.

Official Copy: Treasurer

**Retention:** Permanent.

After 2 years, transfer the Official Copy to the local church archives.

**BULLETINS**

*Sunday worship bulletins,  
Special local church occasion bulletins*

Bulletins provide a resource for ministers as well as document the worship practices of the church. They often also include special news of interest for the local church. Special local church occasions could be a church anniversary, mortgage burning service, or dedication service.

Official Copy: Church office

**Retention:** Permanent, transfer to Local Church Archives after 2 years.

**BYLAWS**

*Bylaws, procedural regulations, meeting policies,  
constitutions*

Organizational bylaws and other regulations relating to the conduct of meetings or organizations

Official Copy: Church Office/committee chair

**Retention:** Permanent

Transfer previous version to Local Church Archives after amendment

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### **CANCELED CHECKS**

*Cashed Checks*

This series documents redeemed checks written on church accounts. Information on each check may include check number, date, amount, endorsement, account number, validation date, and related documentation.

Official Copy: Treasurer

**Retention:** 7 years.

Destroy the Official Copy after 7 years

### **CERTIFICATES OF DEPOSIT, CANCELED**

Redeemed or canceled certificate of deposits

Official Copy: Treasurer

**Retention:** 3 Years

Destroy official copy after 3 years

### **COMMITTEE RECORDS**

*Church Committee Records*

This series documents the activities of standing and ad hoc committees, agencies and boards of the local church. They may function as steering committees, activities committees, standards committees, planning committees, awards committees, councils, etc. This series may include but is not limited to agendas; meeting minutes; reports; notes; working papers; and related documentation and correspondence.

Official Copy: Committee secretary

**Retention:** Permanent for agendas, minutes, reports, and correspondence; 4 years for all other records  
Transfer the Official Copy of permanent records to the Local Church Archives after 4 years; destroy the Official Copy of all non-permanent records after 4 years.

### **CONTRACTS**

*Repairs and Maintenance, Lease Agreements,  
Loans and Notes*

This series contains contracts that have either been completed or terminated. This includes Repairs and Maintenance, Lease Agreements, Loans/Notes and Service type of contracts

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Official Copy: Church Office

**Retention:** 4 Years for Service contracts

Destroy after 4 years

**Retention:** 6 Years for Repairs/Maintenance, Lease, Loans and Notes

Destroy after 6 years

**Retention:** Permanent for contracts on new construction, betterments/improvements

Transfer to Local Church Archives for permanent safekeeping.

### CORRESPONDENCE

*Transitory correspondence,  
Subject correspondence*

A large amount of correspondence should be considered transitory or routine general correspondence. Correspondence of this type might include responses to inquiries concerning time of services or other functions at the church; information about assistance programs run by the church or in which the church is involved and other routine correspondence which reflects a normal part of the local church's program. Special or subject correspondence may focus on a special program or service in which the church is involved, such as special worship services or specific assistance program or some other program which has a specific beginning and end. Transitory correspondence should be reviewed and destroyed on a yearly basis, which subject correspondence should be kept, as it documents a special event in the local church's life.

Transitory correspondence

Official Copy: Church office

**Retention:** 1 year

Destroy after one year

Subject correspondence

Official Copy: Church office or program secretary

**Retention:** Permanent; transfer to Local Church Archives on a routine basis or after end of program

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**DEDUCTION AUTHORIZATION RECORDS**

*Deductions Input List*

This series documents deductions from salary checks authorized by employees. These records include lists with notation of authorized deductions as well as actual deduction forms. This series may include but is not limited to deduction information on medical, dental, life, and disability insurance; United Way and Foundation contributions; and miscellaneous deductions.

Official Copy: Church office

**Retention:** 4 years after authorization expires or is superseded.

Destroy the Official Copy 4 years after authorization expires or is superseded.

**DEEDS**

*Deeds, conveyances, covenants, easements,  
certificates of title to property*

This series is comprised of documents which deal with ownership and related correspondence.

Official copy: Church Office

**Retention:** Permanent

**DIRECTORIES**

*Local church directory, church  
photographic directory*

The church directory lists the members of the local church and photographic directories not only illustrate the people but often have scenes from church life.

Official Copy: Church office

**Retention:** Permanent. Transfer a copy to the Local Church Archives.

Other copies used in offices

**Retention:** Destroy when superseded

**EMPLOYMENT ELIGIBILITY VERIFICATION  
FORMS**

I-9s

This series documents information used to establish the identity and to verify the employment eligibility of employees to preclude the unlawful hiring of persons not authorized to work in the United States. This series includes completed I-9 forms and copies of documents that establish the identity and the employment eligibility of the employee.

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Official Copy: Church office

**Retention:** 1 year after employee separation or after 3 years, whichever is longer.

Destroy the Official Copy 1 year after employee separation or after 3 years, whichever is later.

### **EMPLOYMENT POLICIES AND PROCEDURES RECORDS**

*Employment Policies*

This series documents employment policies and procedures administered by personnel offices. This series may include but is not limited to information on appointments; employment of handicapped persons; family employment program; interviewing; job sharing; nepotism; temporary appointments; transfers; and related documentation and correspondence.

Official Copy: Church office

**Retention:** Permanent.

Retain the Official Copy in Church office until superseded and then transfer to the custody of the Local Church Archives.

### **GRIEVANCE RECORDS**

This series documents grievances brought forward by employees against the institution concerning affirmative action; equal opportunity; policies and procedures; or articles contained in the Collective Bargaining Agreement. This series may include but is not limited to notices of grievance; informal discussion notes; grievance responses; formal hearing records, including tapes; transcripts and tapes of individual interviews; logs of persons interviewed; action(s) taken; settlement agreements; case histories; final summary statements; appeals documentation; and related documentation and correspondence.

Official Copy: Church office and Legal Advisor

**Retention:** 3 years after grievance is settled.

Destroy the Official Copy 3 years after grievance is settled.

### **INSURANCE POLICIES**

This series is comprised of inactive insurance policies and related correspondence.

Official Copy: Church Office

**Retention:** Permanent

Transfer inactive policies to the Local Church Archives



## 2013-2016 EDITION

### **INSURANCE ELECTION RECORDS, EMPLOYEES'**

This series is comprised of the forms filled out by employees when they make their insurance options elections

Official Copy: Church Office

**Retention:** 6 years after termination of employment

Destroy official copy after 6 years

### **INVENTORIES OF PROPERTY AND EQUIPMENT**

This series consists of lists, both written and photographic, of the property and equipment of the church.

Official Copy: Church Office

**Retention:** Until superseded by new version

Transfer old copies to Local Church Archives for review.

### **INVOICES**

This series contains invoices and paid bills

Official Copy: Treasurer

**Retention:** 7 years, except for major building construction/alterations - Permanent

Destroy official copy after 7 years (transfer construction records to Local Church Archives)

## 2013-2016 EDITION

### MEMBERSHIP RECORDS

*Membership register, baptisms,  
marriages, transfers*

These are permanent records which list the names of each person of the local church. They reflect the membership and the activities of the local church.

Official Copy: Church office

**Retention:** Permanent

### NEWSLETTERS

*Local church newsletters,  
Sunday School newsletters, UMW,  
UMM or UMYF newsletters*

Newsletters document many of the basic activities of the local church. Not only the church newsletter should be kept, but newsletters of the various groups within the local church.

Official Copy: Church office for newsletter, group secretary for others

**Retention:** Permanent; transfer copies to the Local Church Archives after 2 years

### PAY AUTHORIZATION RECORDS

*PBs*

This series consists of pay documents which substantiate and, in part, authorize the issuance of payroll checks for particular amounts. This series may include but is not limited to Payroll/Budget Request Forms and time cards.

Official Copy: Treasurer

**Retention:** 5 years.

Destroy the Official Copy after 5 years.

Other copies used in offices

**Retention:** 1 year.

Destroy other copies after 1 year.

## 2013-2016 EDITION

### PERSONNEL RECORDS

*Personnel Files*

This series documents the employee's work history and includes routine, non-evaluative information such as job title, rank, full-time equivalency (FTE), dates of employment, salary, employing department, education and employment background. Some of the documents comprising this series include confidential information such as social security number, birth date, and marital status. This series may include but is not limited to copies of Affirmative Action Compliance Data Forms; Applications and Contracts for Sabbatical Leave; Conditions of Employment; Memoranda of Agreement; Notices of Appointment; Pay/Budget Action Forms; Personnel Action Forms (PAs), including Salary Adjustments Requests for Approval for Outside Employment; resumes or curriculum vitae; Retirement Agreements; Sick Leave Accrual Forms; and related documentation and correspondence, such as letters of resignation and memos confirming appointments.

Official Copy: Church office

**Retention:** 7 years after termination.

### PROPERTY FILES

*deeds, title papers, repair history, permits, lease agreement and correspondence*

This series contains records dealing with the ownership and maintenance of property.

Official Copy: Church Office.

**Retention:** Permanent

Transfer to Local Church Archives for permanent safekeeping

### PURCHASE ORDERS

This series documents purchase of items, or repair of items and related correspondence

Official Copy: Treasurer

**Retention:** 7 years

Destroy after 7 years

### REAL ESTATE SURVEYS

*Real estate survey, plots plans*

This series contains real estate surveys, plots plans and related correspondence.

## 2013-2016 EDITION

Official Copy: Church Office

**Retention:** Permanent

Transfer to Local Church Archives for safekeeping

### REJECTED APPLICATIONS

*Rejected and Incomplete  
Employment Applications*

This series documents employment applications that were submitted for jobs with the church and for reasons of incompleteness or inadequate qualifying experience/training are rejected.

Official Copy: Church office

**Retention:** 2 years.

Destroy the Official Copy after 2 years.

### SEARCH RECORDS

This series documents the selection process for advertised management service and classified positions. This series may include but is not limited to applications; curriculum vitae or resumes; academic transcripts; samples of writing or publications; approvals of recruitment proposals; Certificate of Eligibles; candidate lists; position announcements; position advertisements; position descriptions; copies of Affirmative Action Compliance Data Forms; interview materials such as rating sheets, tallies, screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters.

Official Copy: Church Office

**Retention:** Place record with the personnel file; 5 years after search completed for all other records.

Retain application materials of successful candidate in the Personnel Files; destroy the Official Copy of all other records 5 years after the search is completed.

### SHIPPING AND FREIGHT RECORDS

This series documents the shipping receiving of material , either by freight carrier or by such carriers as UPS or FedEx, and related correspondence

Official Copy: Office of origin

**Retention:** 3 years

Destroy after 3 years

**2013-2016 EDITION**

**STAFF MEETING RECORDS**

This series documents the meetings of the staff of a department, or office which sets policy and procedures for the unit. Participants at meetings may be composed exclusively of or a mixture of staff, administrators, and managers; specialized and task oriented sub-committees composed of unit personnel are also documented as part of this record series. These meetings may concern routine matters of procedure and topics such as program development, planning, administrative and personnel management, and assessments of future needs. This series may include but is not limited to meeting notes/minutes; reports; working papers; agendas; and related documentation and correspondence.

Official Copy used in offices

**Retention:** Permanent.

**TAX-EXEMPT CERTIFICATES AND FORM  
990**

This series documents the tax-exempt status of the church and its functions.

Official Copy: Church Office

**Retention:** Permanent

**TAX RETURNS**

Tax returns, tax filings

This series comprises tax returns, supporting documentation and related correspondence

Official Copy: Treasurer

**Retention:** 7 years

Destroy 7 years after filing period provide no legal action being taken

## 2013-2016 EDITION

### **TAX WITHHOLDING AUTHORIZATION RECORDS**

W-4s

This series documents amounts withheld by Payroll from employees' checks for taxing authorities. This series may include but is not limited to the Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code; Withholding Allowance Certificates (W-4s); and Non-resident Alien Request for Exemption from Tax Withholding (CO-477). Individual forms may include employees' names, addresses, social security numbers, and tax identification numbers.

Official Copy: Treasurer

**Retention:** 7 years after authorization expires or is superseded.

Destroy the Official Copy 7 years after authorization expires or is superseded.

### **TIME SHEETS**

This series contains time sheets and related correspondence and memoranda.

Official Copy: Office of origin

**Retention:** 3 years

Destroy after 3 years

### **TRAVEL RECORDS**

This series documents approved travel by employees and is used to monitor travel expenditures and for planning purposes. This series may include but is not limited to travel request forms indicating purposes, itineraries, methods of travel, funds from which travel is to be paid, and estimated expenditures; Travel Reimbursement Requests (employee and non-employee); receipts; authorizing signatures; and related documentation and correspondence.

Official Copy: Church office

**Retention:** 5 years.

Destroy the Official Copy after 5 years.

Other copies used in offices

**Retention:** 2 years.

Destroy other copies after 2 years.

**2013-2016 EDITION**

<b>LOCAL CHURCH RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Local Church Archives</b>
Accident and Injuries Records	Workers Compensation Claims Records	Settled+6.	Active	NO
Accounts Payable Records	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7	2	NO
Accounts Receivable Records	Membership contributions, offering records	7	2	NO
	Offering envelopes	1	1	NO
Administrative Reports	Charge Conference reports, Administrative Board reports, Council on Ministries report, or administrative council reports	Permanent	2	YES
Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Permanent	4	YES
Architectural Drawings, Blueprints, and Maps		Permanent		YES
Audit Records		Permanent	4	YES
Bank Deposit Books		7	2	NO
Bank Deposit Slips		3	3	NO
Bank statements		7	3	NO
Benefits Policies and Procedures Records		Permanent	Active	YES
Bequest and Estate papers	wills, gift agreements, bequests	Permanent		As Necessary
Budget Records	Annual Budget	Permanent	4	YES
Bulletins	Sunday worship bulletins, special local church occasion bulletins	Permanent	2	YES
Bylaws		Permanent	Active	YES
Cancelled Checks	Cashed Checks	7	1	NO

2013-2016 EDITION

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Local Church Archives
Certificates of Deposit, Canceled		3	3	NO
Committee Records	Local church committee records	Permanent	4	YES
Contracts	repairs, maintenance, lease agreements, loans	4 - service contracts 6 -Repairs, Lease, Loans Permanent - new construction	4	NO - expect for those going to Archives
Correspondence - subject	Correspondence on special or topic interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1	1	NO
Deduction Authorization Records	Deductions Input List	Active + 4	Active	NO
Deeds	Deeds, Conveyances, Covenants, easements	Permanent		As Necessary
Directories		Permanent	Current	YES
Employment Eligibility Verification Forms		Active +1 (3 yrs Min.)	Active	NO
Employment Policies and Procedures Records	Employment Policies	Permanent	Active	YES
Grievance Records		Active +3.	Active	NO
Insurance Policies		Permanent	Active	YES
Insurance Election Records, Employees		employment +6	Active	NO
Inventories of Property and Equipment		Until superseded	Active	Transfer to Archives for Review



**2013-2016 EDITION**

<b>LOCAL CHURCH RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Local Church Archives</b>
Invoices		7 (except for major construction)	3	NO (transfer major construction series to Archives)
Membership records	Membership register, baptisms, marriages, transfers	Permanent		YES
Newsletters	Church newsletters, UMW, UMM, UMYF and other church group's newsletters	Permanent	2	YES
Pay Authorization Records		5	2	NO
Personnel Records	Personnel Files	Active+7	Active	NO
Property Files	deeds, title papers, repair history, permits, lease agreement	Permanent		As Necessary
Purchase Orders		7	3	NO
Real Estate Surveys	surveys, plot plans and related correspondence	Permanent		As Necessary
Rejected Applications	Rejected and Incomplete Employment Applications	2	1	NO
Search Records-accepted		Active+7	Active	NO
Search Records - all others		5	1	NO
Shipping and Freight Records		3	3	NO
Staff Meeting Records		Permanent	4	YES
Tax-Exempt Certificates	Certificates and Form 990	Permanent		As Necessary
Tax Returns		7	5	NO
Tax Withholding Authorization Records		Active + 5	Active	NO
Time Sheets		3	3	NO

2013-2016 EDITION

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Local Church Archives
Travel Records		5	1	NO

## Other Resources

For those who want to read further on the planning and use of records management below is a list of useful texts. All are available from the Association of Records Managers and Administrators, Inc., 13725 West 109<sup>th</sup> Street, Suite 101, Lexena, KS 66215 (website: [www.arma.org](http://www.arma.org))

*Developing and Operating a Records Retention Program*. ARMA International: Prairie Village, KS 1989.

Penn, Ira A., Gail Pennix, Jim Coulson. *Records Management Handbook*, 2nd edition. Gower Press: Aldershot, UK 1994

Skupsky, Donald S. *RecordKeeping Requirements*. Information Clearinghouse: Denver, 1988.

Maedke, Wilmer O., Mary F. Robek, Gerald F. Brown. *Information and Records Management*. Glencoe Press: Beverly Hills, 1974.

Aschner, Katherine *Taking Control of Your Office Records: A Manager's Guide*. Knowledge Industry Publications: White Plains, NY. 1983.

## Resources for caring for a local church archives

*Caring for Your Church's Heritage: Church Historian* (Part of the *Guidelines for Leading Your Congregation* Series) Cokesbury: Nashville, TN, 1996.

*Memory and Ministry*. A 30 minute video on managing a local church archives. EcuFilm : Nashville, TN (800-251-4091)

You can also contact the General Commission on Archives and History, P.O. Box 127, Madison, NJ 07940, 973-408-3195, 973-408-3909 (FAX) with any questions, or your local annual conference archives.

## Appendix: Creating a Records Schedule

### What is a Records Schedule?

Records, as they reach the end of their life cycle, need to be removed from the office filing system. This should be done on a regular or annual basis. The basic tool to guide the records officer in this task is the *records retention and disposition schedule*. This tool helps remove the old and obsolete records from the office, making room for more recent and active records.

A records schedule identifies record series and prescribes the time period that they must be retained before they reach their ultimate fate or disposition. The disposition of a record, as prescribed in a records schedule, may range from immediate destruction, to destruction after a period of time, or to permanent retention in the archives.

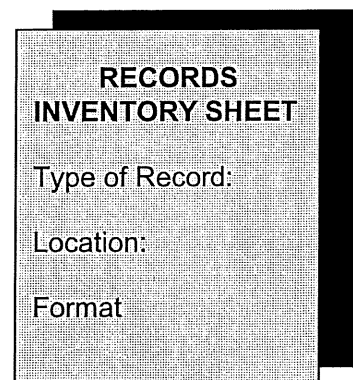
### Steps in Creating a Records Schedule:

If a record series is not listed in the existing records retention and disposition schedule (or if no schedule exists at all), the department's Records Officer should contact the appropriate records committee. The committee, after reviewing the existing schedule, may determine that an addition to the schedule is required. These are the steps in the scheduling process:

- \* Inventory the record(s) series in question, using the *Record Series Inventory Data Sheet* (see steps below). This is to be done either by the local responsible person, the committee, or by both working together.
- \* Retention periods based upon frequency of use and archival value will be agreed upon and incorporated into the records schedule.
- \* In the case of a local church the schedule should probably be reviewed by the Conference Commission on Archives and History, so that consistency among the local churches can be maintained.

### Steps in a Records Inventory

1. Locate records: they may not only be in offices, but also in basements or homes.
2. Once all records have been located the inventory can begin. Use an inventory sheet similar to the example in Fig 1.
3. In order to help identify your records and how long they should be kept, it is important that you always include the following information in your inventory: Type of record (see Fig. 2); whether the original or copy is in your office, the location and the format ( e.g. computer, cassette tape, paper)



The image shows a sample of a 'RECORDS INVENTORY SHEET' form. The form is a rectangular box with a light gray background and a thin black border. At the top, the title 'RECORDS INVENTORY SHEET' is centered in bold, uppercase letters. Below the title, there are three lines of text, each followed by a colon: 'Type of Record:', 'Location:', and 'Format'. The form is set against a dark gray background.

Example Inventory Sheet

minutes  
 annual reports  
 by laws/charter  
 incorporation records  
 annual audits  
 annual budgets  
 financial ledgers of final  
 entry  
 subject correspondence  
 manuals/handbooks  
 newspapers/newsletters  
 brochures/promotional  
 materials  
 photographs  
 will, bequests  
 legal/judicial cases  
 personnel  
 records/employee  
 records  
 accounts payable  
 invoices  
 bank deposit slips  
 mailing lists  
 expense reports  
 invitations  
 meeting notices  
 travel plans and  
 arrangements  
 resource files

**Types of records commonly found**

**Retention Periods:**

The term "retention period" refers to the maximum and minimum lengths of time that a record must be kept. Once you have identified your records you will need to determine how long they are to be kept. At the end of this manual are some examples of retention schedules. However, it is important to remember that, especially concerning financial records the laws governing retention can vary from state. Before implementing any retention schedule be sure to let your legal counsel see it. What is listed in this manual are examples and suggestions only.

Several different retention period designations can be used, such as: "Permanent", "Until Superseded", "Until Obsolete," or a specific number of years. "Permanent" indicates that the record series will be kept indefinitely. Records with a permanent designation should probably be sent to the archives.

"Until Superseded" is a retention assigned to records that are routinely updated or revised and where the previous version has no continuing value.

"Until Obsolete" is assigned to record series that become valueless on a non-routine basis. Specific time period retention periods are based upon usage factors and legal requirements, such as audits.

With the exception of financial and personnel records the records committee, acting in consultation with the office it is surveying, will assign the retention periods. For the most part, most local church and denominational records are not governed by any specific legislation which affects their retention. Always be sure to check your locale for any legislation which might affect financial records or personnel

records. While establishing the retention period will be dependent upon the needs of the office or the committee it is should be mentioned here that before actually disposing of any records one should verify that there are no pending legal actions against the church or conference which necessitates keeping the records longer. If a record is needed in a legal case it has, in effect, become an active record again. Its useful administrative value continues until the legal case has been resolved, which could also change the long-term status of the record. In such issues always be sure to consult with your legal counsel.

**Calculating Retention Periods:**

Retention periods usually begin at a chronological file break, such as the fiscal, calendar, or annual conference year. The retention period applies to all records created during the time period. For example, the official copy of many accounting records has a five-year retention period, by fiscal year. The retention period for journal vouchers created during the 1992-93 fiscal year (July 1, 1992-June 30, 1993) begins July 1, 1993. After 5 years, on July 1, 1998, they will be eligible for destruction.