



Developed with assistance from:
 The General Commission on Archives History
 The United Methodist Church
 P. O. Box 127
 Madison, NJ 07940
 Phone: (973) 408-3195

Guidelines Pages 1-5
 ❖ This symbol denotes a guideline or policy which is followed by the UNY Conference Office.

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Records Management

Records management is the attempt to systematically control the growth and disposition, or destruction, of office, committee and other official records. Its basic purpose is to help answer that nagging question of what do I keep, for how long do I keep it and when can I remove it from my office.

Records Life Cycle:

In records management the task is to recognize when a record has reached the end of its life cycle. That is to say that there comes a time when every record **no longer serves a useful administrative function**. In general, the less a record is consulted, the less useful

it is administratively. There are some significant exceptions to this rule, but the main focus is on those records occupying important space in an office and when can they be removed from that office. There are some records which will always have value, and which need to be kept, but which don't need to be in the main office files occupying valuable space. When a records has reached the end of its *useful administrative purpose* it is ready to be archived.

Records Appraisal:

Appraisal is the process which identifies the administrative, legal, and fiscal value (primary value), and the historical and long-term research value (secondary value) of records. Once the value of a record series has been determined, a realistic retention period can be assigned to it. Appraisal can take place at any point during a record series' life cycle, but is most frequently done when the records become inactive.

There are several questions to be asked when appraising records: How frequently is the record used by those who created it? If the record is still frequently consulted then it should probably remain in the office. But even for records which are not consulted frequently, is there still a consistent, although low, demand for the record? Is there some legal or fiscal need to hold on to the record even though it is no longer consulted or used? An example here might be financial information. What is the historical significance of the record? Always consider records as historical when they contain information about the institution which created the record. An example here might be board minutes.

- Dispose of records as soon as legally possible. It is estimated that between 90 to 95 percent of all records are non-permanent; an estimated 85 percent have a retention period of less than eleven years.
 - In comparison to government, the church has fewer restrictions on what we are required to keep. For the majority of the records we produce we can set our own guidelines. There are laws affecting financial, personnel and legal files. But the majority of the material in our files falls outside these regulations.
 - Having a controlled filing system means a smaller system. This can save time by making record retrieval and re-filing easier and faster, and reduces the number of misfiles.
- ❖ Within the Conference Office, the overall responsibility for ensuring that the Records Retention Guidelines are utilized is the responsibility of the Executive Staff in their respective areas. For example, the Conference Treasurer is responsible for ensuring the proper file maintenance and retention of financial records while the Benefits Officer is responsible for those records that relate to benefits.

Reasons for Record Retention

- In order for our future to have a past we must be concerned for the records of today. The development of a records management policy is the first step in preserving our past by deciding what needs to be kept today. A concern for the historical, the legal and the fiscal needs of our church and conference motivates us to faithfully preserve our important records.
- It is estimated that after personnel costs, records keeping is one of the largest expenditures in the church. Record creation, maintenance, filing, office storage space, filing supplies, and equipment all contribute to the high cost of keeping records. In our usually limited office space we are often faced with the question of what can we remove in order to have room for what we need.
- If the Conference is ever faced with legal action, having a records management program in place is one way to assure courts and litigants that records are being cared for and disposed of properly and in a routine manner, not maliciously or in a capricious way.
- The denomination has committed itself to openness. The relevant section from the *Discipline* is ¶ 721. To paraphrase, all meetings of the Church, including sub-unit meetings and teleconferences are open meetings. Therefore, constituents have the right to view various documents and a well-managed record environment enables the retrieval and reviewing of our public documents with greater ease and efficiency.

Reasons for Records Management

1. Preservation of important and historical documents
2. Removing older records from the office means less time spent filing/searching for files and fewer storage requirements
3. Financial and legal concerns - will have the documents necessary for audits or for legal needs
4. Commitment to openness and transparency

Electronic Records

Electronic records in the office are vital to its smooth operation. Electronic files are any files that reside on a Conference-owned computer or server, including email. **The same retention guidelines apply to electronic files as it does to paper files.** They require a somewhat different practical approach to management.

- ❖ Migrating the records when operating systems or software are upgraded. This is the responsibility of the IT Manager.
- ❖ Organizing the computer's file system is important. All staff should adhere to the following format:
 - ❖ The "Common" drive (currently S:\) should have less than a dozen main file folders, defined by the Executive Staff.
 - ❖ Sub-folders off of the main folders on the Common drive should be kept to two levels, if possible.

- ❖ There should be no documents on the Commons drive that are not in a file folder.
 - ❖ File Folders and Documents should be named using Upper case for the initial cap letter of each word in the name, and dates or numbers (if being used) at the end of the name so that everything is alphabetical. I.e. PensionMtg20051106.doc (Year, Month, Day)
 - ❖ When opening a file to view contents, and have determined that it needs to be renamed; do not "Save as", because this changes the date on the document. Close the file, then rename.
 - ❖ The "Users" drive (separate from Common), is set up so that each individual can only access their own File, which will be named by the individual's first name.
- ❖ Backing up is probably the most important task to be done. Files which reside on the hard drive of each computer should be backed up to a drive on the server, such as the U drive or the S drive. The IT Manager will maintain a schedule to back up the common drives. In addition, vital records should be backed up to a CD or removable drive and stored in a fireproof safe.
- ❖ Archiving: Electronic files, in order to be used, are dependent on software and hardware. This dependency makes them extremely vulnerable over time to loss due to changes in technology and the types of available software for viewing these records. Therefore, to safely preserve the most vital electronic files for the future, they need to be printed and filed accordingly. While there are standardized formats for both electronic document files and for databases, they are minimalist file formats, which means that much of the formatting of a document will be lost and some of the flexibility of complex databases will also be lost.

Retention Periods:

The term "retention period" refers to the maximum and minimum lengths of time that a record must be kept. At the end of these guidelines are some examples of retention schedules.

The different retention period designations are: "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.

While establishing the retention period will be dependent upon the needs of the office or the committee, before actually disposing of any records one should verify that there are no pending legal actions against the conference which necessitates keeping the records longer.

Calculating Retention Periods:

Retention periods usually begin at a chronological file break, such as the fiscal, calendar, or annual conference year. Financial and accounting records will use January 1 as the start of the fiscal year and all matters relating to annual conference actions, or appointments, will use July 1 as the start of the conference year.

Archiving of Records

Archiving of records occurs when records need to be kept permanently, or the length of retention moves the record out of the active files and into a "holding" area.

- ❖ The Receptionist will provide a sufficient number of "banker boxes" for transferring records to the storage and/or archive room. The boxes will be 12 x 15 with removable lids.
- ❖ The staff member packing the box will note on the front of the box the following information: Box #, Location (room, row), Destroy Date or "Permanent," Record Dates, and Record Series/Contents. The Destroy Date or "Permanent" should be written in red marker. This information will also be kept in a spreadsheet available to each ministry area administrative assistant to assist in labeling and locating boxes.
- ❖ Some items achieve permanent archiving by virtue of inclusion in the annual Journal of the Annual Conference.
- ❖ Box numbers for the conference office will be labeled in the following numerical sequences by ministry area.

Benefits Office:	10000-19999
Camp & Retreat Ministries:	20000-29999
Communications:	30000-39999
Connectional Ministries:	40000-49999
District Office:	50000-59999
Episcopal Office:	60000-69999
Finance/Treasurer's Office:	70000-79999

Destruction of Records

In today's world of identity theft it is important to thoroughly destroy the records which contain personal information, financial information or any type of information which can be considered private when they are permanently removed from the office. This means either shredding the documents when the quantity is manageable, or hiring a company that professionally shreds or burns records when the quantity of records is beyond the capability of the office shredder.

- ❖ Alert the Receptionist of larger quantities to be destroyed. At his/her discretion, records will be transferred to a company that specializes in record destruction and will certify that destruction.

Retention Schedule

On the following pages are schedules to consult when making decisions around the life of a record or file.

- ❖ This schedule is to be utilized by Conference Staff in making determinations.
- ❖ "Total" column represents the total number of years the record series needs to be kept before being destroyed, unless labeled permanent
- ❖ "Current" column represents the number of years the documents currently in use need to be held out in the office space for regular use.
- ❖ "Archives" column will either say YES for non-current documents to be archived, or NO for non-current documents to be maintained in the regular office space.

ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
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	YES
Accounts Receivable Records	A/Rs, Billing Records, Charges Records, Sales Fiscal Records, Rentals Fiscal Records, Journal Vouchers, Invoice Records	7	2	YES
Act of Incorporation	Official Papers and Records	Permanent		As Necessary
Administrative Reports	Conference Journal, Annual Reports for Conference Agencies or Corporations	Permanent	4	YES

ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Affirmative Action Recruitment Review Records	Affirmative Action Compliance Record, Affirmative Action Compliance Data (AACD), Applicant Pool Reports	6		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	YES
Bank Deposit Slips		3	3	NO
Bank Statements		7	3	YES
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	Cashed Checks	7	1	NO
Certificates of Deposit, Canceled		3	3	NO

ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Committee Records	Records & minutes of Conference Teams, Boards, Committee, agencies	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	I-9 Form	Employed +1 or 3 years after termination	3	NO
Employee Medical and Exposure Records		30 years after termination		YES
Employment Policies and Procedures Records	Employment Policies	Permanent	Active	YES
Grievance Records		Settled +3	Active	NO
Insurance Policies		Permanent	Active	YES

ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Insurance Election Records, Employees		Employed +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)
NYS Wage Notice		6	6	NO
Pay Authorization Records		6	2	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	1	1	NO
Search Records- Accepted		Active+7	Active	NO

ANNUAL CONFERENCE OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Search Records - All Others		5	1	NO
Staff Meeting Records		10	4	YES
Tax-Exempt Applications & Renewals	Property Tax Exemption for Conference-Owned Property	Permanent	5	YES
Tax Exempt Certificates	Certificates and Form 990	Permanent		As Necessary
Tax Withholding Authorization Records		Active +7	Active	NO
Time Sheets		6	6	NO
Travel Records		5	1	NO
Working Papers, Employees Under 18 years old		Active	Active	NO

Descriptive Examples

ACCIDENT AND INJURIES RECORDS

Workers Compensation Claims Records

This series documents claims made by institution 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 300; OSHA Form 301; 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: Conference Office

Retention: 6 years after case settlement

Destroy the Official Copy 6 years after case settlement

ACCOUNT REQUEST FORMS

This series documents a request to establish a new account or change an existing one. This series reflect account titles and numbers; types of accounts; sources of funds; grant or contract numbers; dates of start or change to accounts; positions or names of staff members who will control accounts; and approving authority signatures.

Official Copy: Treasurer

Retention: 3 years after account becomes inactive

Destroy the Official Copy 3 years after account becomes inactive

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; 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

A/Rs, Billing Records, Charges Records, Sales Fiscal Records, Rentals Fiscal Records, Journal Vouchers, Invoice Records

This series is used to provide a record of billings and collections for the office and units/programs which report to the office. It is also used to provide a record of customers owing monies and to reconcile the account. This series may include but is not limited to Account Edit sheets; classified advertisement forms; VISA/MasterCard payment forms; invoices; journal vouchers; receipts; 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

ACT OF INCORPORATION

Acts of Incorporation, incorporation papers

Official papers relating to the incorporation of an agency or institution

Official Copy: Secretary

Retention: Permanent

ADMINISTRATIVE REPORTS

Conference journals, board and committee reports, Camps, institutions and project reports

This series documents the annual activity of the conference 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 annual conference journal, board and committees reports of the conference; camps and other institutions supported by the conference and special project run by the conference; and related documentation and correspondence.

Official Copy: Conference Office

Retention: Permanent; annually transfer two copies to the custody of the Conference Archives

Other copies: Receiving units

Retention: Until superseded or obsolete.

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

**AFFIRMATIVE ACTION
RECRUITMENT REVIEW
RECORDS**

*Affirmative Action Compliance Record,
Affirmative Action Compliance Data (AACD),
Applicant Pool Reports, Contract Review Records*

This series documents review of all stages of hiring by Affirmative Action and Equal Opportunity. This series may include but is not limited to position descriptions; Affirmative Action Compliance Data sheets; Affirmative Action compliance statements (EEO-1); Applicant Pool and Appointment Reports; utilization reports; payroll-budget requests; contract requests to offer appointments; certificates of eligibles; and related documentation and correspondence.

Official Copy: Conference Office

Retention: 6 years for all

Destroy the Official Copy after 6 years

ANNUAL FISCAL REPORTS

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 reconciliation reports; annual operating statements; schedules of rates; and related correspondence.

Official Copy: Treasurer

Retention: Permanent

Send official copy to Archives on regular basis.

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 Conference. 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: Conference Office

Retention: Permanent

Transfer the Official Copy to the Conference 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 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: Treasurer

Retention: Permanent

Send official copy to Archives on regular basis

BANK DEPOSIT BOOKS

Official records of bank deposit transactions

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

Routine statement of accounts (see canceled checks below).

Official Copy: Treasurer

Retention: 7 years

Destroy 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: Conference Office

Retention: Permanent

Transfer superseded documents to Archives

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 conference or to one of its agencies. These papers document the origin, transfer and requirements or restrictions of the gift

Official Copy: Conference Office/agency

Retention: Permanent

Transfer to 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 Archives

BYLAWS

Bylaws, procedural regulations, meeting policies, constitutions

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

Official Copy: Conference Office/committee chair

Retention: Permanent

Transfer previous version to Archives after amendment

CANCELED CHECKS

Cashed Checks

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

Official Copy: Treasurers

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

Conference Committees Records, Agency Committee Records, Board Committee Records

This series documents the activities of standing and ad hoc committees, agencies and boards of the conference. 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: Conference Office

Retention: 10 Years

Transfer the Official Copy of records to the Archives after 4 years. Committee actions reported or approved by Annual Conference are retained via Conference Journal.

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

Official Copy: Conference 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 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 various functions of the conference, 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 conference's program. Special or subject correspondence may focus on a special program or service in which the conference is involved, such as special worship services or specific assistance programs 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 Conference's life.

Transitory correspondence

Official Copy: Conference office

Retention: 1 year

Destroy after one year

Subject correspondence

Official Copy: Conference office or program secretary

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

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: Conference 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: Conference office

Retention: Permanent

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) 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.

Official Copy: Conference Office

Retention: 1 year after employee separation or 3 years after hire, whichever is later.

Destroy the Official Copy 1 year after employee separation or 3 years after hire, whichever is later. Best to keep 3 years after separation to cover both.

EMPLOYEE MEDICAL AND EXPOSURE RECORDS

This series is comprised of employee medical records specific to the results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a baseline or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record"), Medical opinions, diagnoses, progress notes, and recommendations, Descriptions of treatments and prescriptions, and Employee medical complaints;

Exposure records include environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; along with medical records

Official Copy: Conference Office
Retention: 30 years after termination
Transfer to Archives

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: Conference office
Retention: Permanent
Retain the Official Copy in Conference office until superseded and then transfer to the custody of the Archives for weeding, arrangement, and permanent retention of historical materials.

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

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: 6 years

Destroy the Official Copy after 6 years

Other copies used in offices

Retention: 1 year

Destroy other copies after 1 year

NEW YORK STATE WAGE NOTICES (WTPA)

Wage Notices

This series documents the NYS wage notices, required by law to be provided upon hiring, change in pay rate (if not noted on paystub within 7 days), and annually to all employees between January 1st and February 1st.

Official Copy: Conference office

Retention: 6 years

Destroy official copy after 6 full calendar years

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

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

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: 1 year

Destroy the Official Copy after 1 year

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.

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: 10 years

Record of policy actions retained permanently

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.

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: 6 years

Destroy after 6 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: 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

District Offices

DISTRICT OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Administrative Reports	District Reports, District Conference Records	Permanent	4	YES
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
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		10	2	YES

Descriptive Examples

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.

**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

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.

NEWSLETTERS

District newsletters

Newsletters document many of the basic activities of the District. Not only should the district newsletter 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: 10 years

Retain the Official Copy of policy actions permanently

WORKING PAPERS, EMPLOYEES UNDER 18 YEARS OLD

This series includes the required working papers for minor staff (under age 18). This includes AT-18 (blue paper); AT-19 (green papers); AT-20 (salmon paper).

Official Copy: N/A

Retention: Retain original from school until employee separates, then return original to employee

Do not retain copy or original after employment ends

Local Churches

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
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	YES
Accounts Receivable Records	Membership Contributions, Offering Records	7	2	YES
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	YES
Bank Deposit Slips		3	3	NO
Bank Statements		7	3	YES
Benefits Policies and Procedures Records		Permanent	Active	YES

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
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	YES
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 - Except 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	YES

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Deeds	Deeds, Conveyances, Covenants, Easements	Permanent		As Necessary
Directories		Permanent	Current	YES
Employment Eligibility Verification Forms		Active +1 (3 yrs Min.)	Active	NO
Employee Medical and Exposure Records		30 years after termination		YES
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		Employed +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)
Membership Records	Membership Register, Baptisms, Marriages, Transfers	Permanent		YES

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Newsletters	Church Newsletters, UMW, UMM, UMYF and other church group's newsletters	Permanent	2	YES
NYS Wage Notice		6	6	NO
Pay Authorization Records		6	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	1	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

LOCAL CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Archives
Tax Returns		7	5	NO
Tax Withholding Authorization Records		Active + 5	Active	NO
Time Sheets		6	6	NO
Travel Records		5	1	NO

Descriptive 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 300; OSHA Form 301; 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.

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

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 Archives on regular basis.

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 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 Archives on regular basis

BANK DEPOSIT BOOKS

Official records of bank deposit transactions

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 Archives

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 conference or to one of its agencies. These papers document the origin, transfer and requirements or restrictions of the gift

Official Copy: Conference Office/agency

Retention: Permanent

Transfer to 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 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 Archives after amendment

CANCELED CHECKS

Cashed Checks

This series documents redeemed checks written on conference 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 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

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 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 archives on a routine basis or after end of program

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 archives.

Other copies used in offices

Retention: Destroy when superseded

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9) 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.

Official Copy: Church office

Retention: 1 year after employee separation or 3 years after hire, whichever is later.

Destroy the Official Copy 1 year after employee separation or 3 years after hire, whichever is later. Best to keep 3 years after separation to cover both.

EMPLOYEE MEDICAL AND EXPOSURE RECORDS

This series is comprised of employee medical records specific to the results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purpose of establishing a baseline or detecting occupational illnesses and all biological monitoring not defined as an "employee exposure record"), Medical opinions, diagnoses, progress notes, and recommendations, Descriptions of treatments and prescriptions, and Employee medical complaints;

Exposure records include environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent, including personal, area, grab, wipe, or other form of sampling, as well as related collection and analytical methodologies, calculations, and other background data relevant to interpretation of the results obtained; Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems (e.g., the level of a chemical in the blood, urine, breath, hair, fingernails, etc.) but not including results which assess the biological effect of a substance or agent or which assess an employee's use of alcohol or drugs; along with medical records

Official Copy: Conference Office
Retention: 30 years after termination
Transfer to Archives

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 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 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: 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 conference or agency

Official Copy: Church 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)

MEMBERSHIP RECORDS

*Membership register, baptisms,
marriages, transfers*

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

Official Copy: Church office

Retention: Permanent

NEW YORK STATE WAGE NOTICES (WTPA)

Wage Notices

This series documents the NYS wage notices, required by law to be provided upon hiring, change in pay rate (if not noted on paystub within 7 days), and annually to all employees between January 1st and February 1st.

Official Copy: Conference office

Retention: 6 years

Destroy official copy after 6 full calendar years

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 should the church newsletter 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 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: 6 years.

Destroy the Official Copy after 6 years.

Other copies used in offices

Retention: 1 year.

Destroy other copies after 1 year.

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 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.

Official Copy: Church 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: Church office

Retention: 1 year.

Destroy the Official Copy after 1 year.

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

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 conference 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

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: 6 years

Destroy after 6 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.

WORKING PAPERS, EMPLOYEES UNDER 18 YEARS OLD

This series includes the required working papers for minor staff (under age 18). This includes AT-18 (blue paper); AT-19 (green papers); AT-20 (salmon paper).

Official Copy: N/A

Retention: Retain original from school until employee separates, then return original to employee

Do not retain copy or original after employment ends