

**Brighton FUMC Records Management**

**October 13, 2011**

**Archives and History Committee**

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## **Records Management Overview**

### **What is Records Management?**

The essence of records management can be summarized as follows: The task of managing our office records so that we have the records on hand to conduct today's ministry, to dispose of those we no longer need, and to see that valuable records are preserved. Its basic purpose is to help answer what do I keep, for how long do I keep it and when can I remove it from my office.

#### Three 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 Preservation of important and historical documents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

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **Responsible Person**

Every committee, task force or other functions of the church should have at least one person who is responsible for seeing that the records management policies are carried out. This person should see that the files are weeded at the proper time, and see that the files are then disposed of in the proper fashion for each series. If a new series appears, which can be a frequent occurrence in some offices, then that person should also be responsible for bringing the situation to the attention of the BFUMC Archives and History committee so that an appropriate action can be taken.

The Archives and History committee, along with the appropriate advisors, should then assess the new series and create a new schedule for those records.

### **Responsibility for Records Management**

Church Archivist – Responsible for the organization and storage of records designated to go to the archives. The Church Archivist is also given the responsibility and authority to accept historically significant items for the church's archival collection.

Chairpersons and Secretaries of Administrative Committees – Elected officers will be responsible for collecting and organizing active minutes and records for committees and for transferring permanent archival records to the church archivist. Administrative Committees include: Administrative Board, Board of Trustees, Finance Committee, Lay Leadership Committee and Staff-Parish Relations Committee.

Chairpersons of Ministry Committees and Task Forces established by the Administrative Board - Elected officers will be responsible for collecting and organizing active minutes and records for committees and for transferring permanent archival records to the church archivist.

Treasurer – The treasurer is responsible for keeping all current records related to the expenditures and liabilities of the church and for transferring archival records (permanent and long –term storage to the Church Archivist)

Finance Secretary – The finance secretary is responsible for keeping all current records relating to the income of the church and for transferring archival records (permanent and long –term storage to the Church Archivist)

Membership Secretary – The membership secretary is responsible for keeping all records related to baptism, marriage and church membership.

Church Office Manager – With the cooperation of the Church Archivist, the Office Manager will have record and knowledge of the location of all vital records.

Clergy and Church Staff – Records relating to the current responsibilities of clergy and church staff are to be managed by those staff members. Permanent, non-current records are to be transferred to the Church Archivist.

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### **Vital Records**

Vital records are those records necessary for basic church operation. They are the records which can not, or should not, be lost. While it is true that all records created by a church or conference are important, it is also true that some records are more important and significant to the operation and well-being of the institution. The best way to understand the importance of vital records is to ask the question, if the building was destroyed, which records would be most important for getting the church or conference back into operation? A few records that need to be included in any list would be membership records, baptism records, and marriage records. These need to be more than just current or recent records; requests for transfer of membership can happen for years as well as questions about baptism and marriages. In addition to these basic church records, there are also financial records, such as records of membership tithing, and records relating to the financial management of the church, its staff and programs. Deeds and contracts are other important records.

Copies or originals of these records should be stored offsite of the church or conference, perhaps in a local bank or other secure place. Some of these records may well exist in electronic format (such as membership databases). Copies of these electronic records should be stored offsite and frequently updated by replacing the older files with the most recent copies.

Having copies of your institution's vital records stored in a safe place will assist in the transition back to normal operations (or at least basic operations) after a disaster.

### **Historically Significant Items**

Certain materials may be retained solely based on their historical significance and are not listed in the following record retention schedule. These may include diaries, journals, photographs, historical publications, recordings, scrap books or other artifacts. Many of these are stored in the archives and available for review or display. If you have any material to contribute or questions about the archives please contact the chair of the BFUMC Archives and History committee.

### **Electronic Records**

In using electronic records there are several points that must be kept in mind:

The same retention guidelines apply to electronic files as they do to paper files.

When a computer's operating system or software is upgraded the data files also need to be migrated.

Where appropriate, arrange files and folders by disposal date. You can do this either by creating appropriate folders or by a naming convention. This will make it much easier for timely disposition of the records.

Making backups is important to protect the documents in case of computer failure, theft, or damage.

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### **Caring for your Records**

Use a permanent black ink pen for handwritten minutes and other local church records.

Use acid-free paper for all permanent records sent to the archives.

Blueprints should be rolled not folded and could be stored in tubes.

Remove rubber bands that deteriorate over time and adhere to documents. Also remove paper clips and other fasteners. Metal fasteners can rust. When necessary, use staples.

File folders are preferred over ring binder notebooks. Ring binder notebooks take up more space.

Records sent to the archives should be labeled with the record series, title(s) and year(s) of creation.

### **Record Storage - Permanent**

Permanent records could be immediately sent to the archives once they are removed from the office. Records sent to the archives should be labeled with the Record Series title(s) and year(s) of creation. Acid free paper is preferred for archived documents.

### **Record Storage - Interim**

In some cases records might not be able to stay in their office of origin until they are destroyed. In that case another step is to determine how many years a record should remain in the office and then if it still has some years to go before it can be destroyed, move it to some other storage location where it will remain until it can be destroyed.

Always make a list of the material and keep the list in the office. Be sure the list notes where the material is located, just in case the records are needed.

The box should be labeled with the date of destruction for the records, and when that date rolls around the responsible person removes the box, verifies there is no historical value to the records and/or no pending legal or financial actions and then appropriately disposes of the contents.

### **Record Destruction**

Before disposing of your records, be sure that the records have no legal or financial actions pending and are not of historical value. Any record containing personal information, financial information, or any type of information that can be considered private, should be thoroughly destroyed when permanently removed from the office. A single cut shredder, one that cuts the paper into strips, is not satisfactory. Multi-cut or screening shredders, that cut the paper into random sizes, should be used. If you store your church's sensitive files on a CD-R, DVD or equivalent, they should also be shredded.

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### Record Retention and Disposition

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 in this task is the ***records retention and disposition schedule***. (Also referred to as "Records Retention Schedule")

The records retention schedule identifies each 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 may range from immediate destruction to destruction after a period of time, or to permanent retention in the archives.

### Copies

The records retention schedule defines retention and disposition of the original or official copy of a record. Other copies should generally be disposed of or destroyed as soon as not necessary for church business.

### Retention Periods:

The term "retention period" refers to the maximum and minimum lengths of time that a record must be kept.

Several different retention period designations are 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 generally should be sent to the archives but may be designated otherwise based on confidentiality or other requirements.

"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.

"Active for Legal Cases" are documents pertinent to pending legal action. For the most part, most local church records are not governed by any specific legislation which affects their retention. 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. The BFUMC lead pastor will make affected committees aware of any pending legal issues.

### Calculating Retention Periods:

All BFUMC Retention periods are calculated based on calendar years. The retention period begins on January 1<sup>st</sup> of the year following the year the records were created.

## **Record Retention and Disposition Schedule**

The following schedule includes a description of each record series, location, the responsible person and how long the record should be kept.

The records retention schedule defines retention and disposition of the original or official copy of a record. Other copies should generally be disposed of or destroyed as soon as not needed.

A "Reference" summary chart follows the detailed retention schedule. As this is a reference chart, the detailed retention schedule is the controlling document, not the summary chart.

The schedule is divided into sections aligned by the BFUMC church structure.

### **General (Applies to all Committees and Offices)**

#### **Finance**

#### **Staff Parish Relations**

#### **Trustee**

#### **Other**

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### **General Records– The following record series apply to all committees, ministries or offices.**

#### **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 bylaws, agendas, meeting minutes, reports, notes, and related documentation and correspondence.

**Location:** Various locations

**Responsible Person:** Committee chair or Committee secretary

**Retention:** Permanent for bylaws, agendas, minutes, reports; 4 years for all other records excluding correspondence. See the Correspondence record series for retention instructions.

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

Also, some records have to be kept on site, while others can be kept by secretaries at their convenience. For example, financial records and trustee current records need to be kept on site for regular reference.

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **CORRESPONDENCE**

A large amount of correspondence should be considered "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 correspondence that reflects a normal part of the local church's program. General correspondence should be reviewed annually for legal or historical significance.

Any correspondence concerning open or closed legal issues should be kept permanently in the church office by the office manager. The lead pastor will make affected committees aware of any pending legal issues.

Correspondence deemed to be of historical significance should be transferred to the archives for permanent safekeeping. Paper is preferred for documents in the archives.

All other correspondence should generally be destroyed no later than 1 year following the records creation. There may be instances where longer retention is desired for effective ministry and to support the church operations.

#### **General correspondence**

**Location:** Varies

**Responsible Person:** Office Manager, Committee Chairs, Clergy and Lay Staff

**Retention:** Maximum 1 year (See above for exceptions)

#### **Legal correspondence**

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Until legal action resolved

#### **Historically Significant correspondence**

**Location:** Archives

**Responsible Person:** Archives and History Chairperson

**Retention:** Permanent

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **NEWSLETTERS**

Newsletters document many of the basic activities of the local church including newsletters of the various groups or ministries within the local church.

**Location:** Church Office

**Responsible Person:** Office Manager for church newsletter, originator for other newsletters

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

### **POLICIES**

Policies for Mission, Finance and Records Management..

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Until superseded

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### Finance

#### ACCOUNTS PAYABLE RECORDS

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. This series also 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.

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 years.

Destroy the Official Copy after retention period

#### ACCOUNTS RECEIVABLE RECORDS

This series is used to provide a record of contributions, collections, and offerings for the local church.

**Location:** Church Office

**Responsible Person:** Finance Secretary

**Retention:** 7 years (Offering Envelopes - 3 years, Pledge cards -1 year)

Destroy the Official Copy after retention period

#### 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 that may be used for planning or review. The series includes Closing of the Books Records, Financial Reports, Budget Records, Balance Reconciliation Records, annual operating statements; schedules of rates; and related correspondence.

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** Permanent

Send official copy to Archives on annual basis.

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **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.

**Location:** Church Office

**Responsible Person:** Finance Chair

**Retention:** Permanent

Send official copy to Archives on annual basis.

### **BANK DEPOSIT BOOKS**

These are official records of bank deposit transactions.

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 years

Destroy the Official Copy after retention period

### **BANK DEPOSIT SLIPS**

These are receipts from bank deposit transactions.

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 Years

Destroy the Official Copy after retention period

### **BANK STATEMENTS**

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

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 years.

Destroy the Official Copy after retention period

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### CANCELLED CHECKS

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

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 years.

Destroy the Official Copy after retention period

### PAY AUTHORIZATION RECORDS

This series consists of pay documents which substantiate or 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 or sheets.

**Location:** Church Office

**Responsible Person:** Treasurer

**Retention:** 7 years

Destroy the Official Copy after retention period

### PAYROLL TAX AND DEDUCTION RECORDS

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. This series also 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.

**Location:** Church Office – Must be in secure location

**Responsible Person:** Treasurer

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

Destroy the Official Copy after retention period

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### **Staff Parish Relations - including all Human Resource and employment records**

#### **ACCIDENT AND INJURIES 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.

This series also includes any records pertaining to accidents or injuries for non-employees including related documentation and correspondence.

**Location:** Active - Church Office, Resolved – Lead Pastor’s office

**Responsible Person:** Office Manager

**Retention:** Permanent

#### **BACKGROUND CHECKS**

This series documents criminal background checks. Background record checks are redone every three years for each volunteer that works with children, youth or vulnerable adults. Permanent records are on file with Lexus-Nexus (the background check company).

##### Employee

**Location:** Lead Pastor’s Office

**Responsible Person:** – Lead Pastor

**Retention:** Permanent

##### Volunteer

**Location:** Education Office

**Responsible Person:** Education Director

**Retention:** 3 Years

Destroy the Official Copy after retention period

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

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

This series documents policy and procedure decisions and important events in the operations history of the local church 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.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent.

Transfer superseded documents to the Archives.

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

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.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent. Retain the Official Copy in Church office until superseded and then transfer to 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 Employee Handbook. 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.

**Location:** Lead Pastor's Office

**Responsible Person:** Lead Pastor

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

Destroy the Official Copy after retention period

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **PERSONNEL RECORDS**

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; Employee Policy Acceptance Forms, 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. This includes documents 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.

**Location:** Lead Pastor's Office

**Responsible Person:** Lead Pastor and SPRC Chair

**Retention:** 7 years after separation.

Destroy the Official Copy after retention period

### **REJECTED APPLICATIONS**

This series documents employment applications that were submitted for jobs with the local church and were rejected.

**Location:** Lead Pastor's Office

**Responsible Person:** Office Manager

**Retention:** 2 years.

Destroy the Official Copy after retention period

### **SEARCH RECORDS**

This series documents the selection process for advertised program and administrative staff 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.

**Location:** Lead Pastor's Office

**Responsible Person:** Lead Pastor

**Retention:** Retain application materials of successful candidate in the Personnel Files until 7 years after separation.

Destroy the Official Copy of all other records 2 years after the search is completed.

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### Trustees

#### 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.

**Location:** Behind Chapel

**Responsible Person:** Trustees Secretary

**Retention:** Permanent.

#### CONTRACTS

This series contains contracts that have either been completed or terminated. This includes Building Use Requests, Repairs and Maintenance, Lease Agreements, Loans/Notes and Service type of contracts including related documentation and correspondence.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** 4 Years for Service contracts, Building Use Requests

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

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

#### INSURANCE POLICIES

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

**Location:** Church Office for active policies

**Responsible Person:** Trustees Secretary

**Retention:** 7 Years

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### INVENTORIES OF PROPERTY AND EQUIPMENT

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

**Location:** Church Office

**Responsible Person:** Trustees Secretary

**Retention:** Until superseded by new version then destroy unless there is historical significance, then transfer to archives.

### MEMORIAL GARDEN RECORDS

This series documents records relating to the Memorial Gardens including biographical information, contracts, records of payment and records of internment.

Biographical Information

**Location:** Memorial Garden display case in community room

**Responsible Person:** Memorial Garden Chair

**Retention:** Permanent

Contracts, records of payment and records of internment

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent

### PROPERTY FILES

This series contains records dealing with the ownership and maintenance of property. It may include mortgage documents, deeds, conveyances, covenants, easements, title papers, land contracts repair history, permits, real estate surveys, plot plans, lease agreements and related documents and correspondence.

For items kept in the safe deposit box, an inventory is kept in the church office by the office manager.

**Location:** Church Office or safe deposit box

**Responsible Person:** Office Manager and Trustees Secretary

**Retention:** Permanent

## BFUMC RECORDS MANAGEMENT 2011 EDITION

### Other Records

#### BEQUEST AND ESTATE PAPERS

This series relates to gifts, financial or otherwise, to the local church and may include wills, gift agreements, bequests and other grants of real property or assets. These papers document the origin, transfer and requirements or restrictions of the gift.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent

#### BULLETINS

This series includes Sunday worship bulletins. Special local church occasions could be a church anniversary, mortgage burning service, or dedication service.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent,  
Transfer to archives after 2 years.

#### CHURCH 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 and annual reports.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent,  
Transfer to archives after 10 years.

## **BFUMC RECORDS MANAGEMENT 2011 EDITION**

### **DIRECTORIES**

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.

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent

Transfer to archives after new version is published.

### **MEMBERSHIP RECORDS**

These are permanent records which include membership register, baptism, confirmation, transfer, marriage and related documents and correspondence..

**Location:** Church Office

**Responsible Person:** Office Manager

**Retention:** Permanent

**BFUMC RECORDS MANAGEMENT 2011 EDITION**

Record Retention and Disposition Schedule Summary Chart

***For reference only***, the following table is a ***summary*** of the detailed record schedule. If there are inconsistencies, the detailed Record Retention Schedule is the master listing.

Category	Record Series Title	Description – examples	Location	Retention
<b>General</b>	Committee Records	Agendas, meeting minutes, reports, bylaws, notes etc.	Various	Permanent in archives for bylaws, agendas, minutes, reports. 4 years for others.
	Correspondence - General	Correspondence not involving open or closed legal issues or deemed historically significant.	Various	Maximum 1 year
	Correspondence - Legal		Church Office	Until legal action is resolved
	Correspondence – Historically Significant		Archives	Permanent
	Newsletters	Church newsletters and church group's newsletters	Church office	Permanent, archive after 2 years
	Policies	Mission, Finance, Records Management	Church Office	Until superseded
<b>Finance</b>	Accounts Payable Records	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	Church office	7 years
	Accounts Receivable Records	Membership contributions, offering records, pledge cards	Church Office	7 years (3 years for offering envelopes, 1 year for pledge cards)
	Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Church Office	Permanent, archive after 1 year

**BFUMC RECORDS MANAGEMENT 2011 EDITION**

<b>Category</b>	<b>Record Series Title</b>	<b>Description – examples</b>	<b>Location</b>	<b>Retention</b>
	Audit Records		Church Office	Permanent, archive after 1 year
	Bank Deposit Books		Church Office	7 years
	Bank Deposit Slips		Church Office	7 years
	Bank Statements		Church Office	7 years
	Cancelled Checks		Church Office	7 years
	Pay Authorization Records	Payroll/Budget Request Forms and time cards or sheets	Church Office	7 years
	Payroll Tax and Deduction Records	W2,W4,W9, information on medical, dental, life, and disability insurance; United Way and Foundation contributions; and miscellaneous deductions	Church Office	7 years
<b>Staff Parish Relations</b>	Accident and Injuries Records	Documents related to employee or non-employee accidents or injuries.	Active: Church Office, Resolved: Lead. Pastor's office	Permanent
	Background Checks-Employee		Lead Pastor's office	Permanent
	Background checks-volunteer		Education office	3 years
	Benefits Policies and Procedures		Church Office	Permanent, archive when superseded
	Employment Policies and Procedures		Church Office	Permanent, archive when superseded
	Grievance Records		Lead Pastor's office	3 years after grievance settled
	Personnel Records		Lead Pastor's office	7 years after separation
	Rejected Applications		Lead Pastor's office	2 years
	Search Records-accepted		Lead Pastor's office	7 years after separation

**BFUMC RECORDS MANAGEMENT 2011 EDITION**

<b>Category</b>	<b>Record Series Title</b>	<b>Description – examples</b>	<b>Location</b>	<b>Retention</b>
	Search Records - rejected		Lead Pastor's office	2 years
<b>Trustees</b>	Architectural Drawings, Blueprints, and Maps		Behind chapel	Permanent
	Contracts	Repairs, maintenance, lease agreements, loans, building use requests	Church Office	4 years- service contracts, building use 6 years repairs, maintenance, lease, loans and notes Permanent - new construction, improvements
	Insurance Policies		Church Office	7 years
	Inventories of Property and Equipment		Church Office	Until superseded unless historically significant then archive
	Memorial Garden – Biographical Information		Memorial Garden display case	Permanent
	Memorial Garden-Contracts, payment & internment records		Church Office	Permanent
	Property Files	Mortgage documents, deeds, conveyances, covenants, easements, title papers, repair history, permits, plot plans ,lease agreements, surveys	Church Office or safe deposit box	Permanent
<b>Other</b>	Bequest and Estate papers	Wills, gift agreements, bequests and other grants of real property and assets	Church Office	Permanent
	Bulletins	Sunday worship bulletins, special local church occasion bulletins	Church Office	Archive after 2 years
	Church Reports	Charge Conference & Annual reports,	Church Office	Archive after 10 years

**BFUMC RECORDS MANAGEMENT 2011 EDITION**

<b>Category</b>	<b>Record Series Title</b>	<b>Description – examples</b>	<b>Location</b>	<b>Retention</b>
	Directories	Local church membership and photographic directories	Church Office	Archive when new version is published
	Membership records	Membership register, baptism, confirmation, marriage, transfer documents	Church Office	Permanent