

Cherry Log Christian Church Records Retention Policy (Updated 01/12/16)

This records retention policy is designed to provide information about how documents (both hard copy and digital) should be kept for future reference. Below is a list of types of documents and their life cycle. This policy is designed to preserve information for future reference and provides a plan for the entire life cycle of the records created.

Today, most the records of our church begin as digital files. Our financial records and membership register may be kept in a database. Minutes, reports, newsletters, and other documents are created using word processing software. Correspondence is usually by e-mail. Even the photographs of our congregation's activities are now in digital formats. These guidelines address the ways in which this church can efficiently maintain our active records for use today and assure future generations that records of historic value will still be available for their use long after hardware, software, and file formats have changed.

Consistency is important in the care of records. Any records retention policy has validity, once accepted by the congregation as the policy of the organization, only as it is uniformly practiced. It should be neither selectively implemented nor disregarded at the whim of the custodians of the records. No one should ever purge records in the face of potential litigation. Information that is retained in hard copy or in electronic files is the property of the congregation. Such information is not the property of the pastor or of officers of the congregation to be removed, retained personally, or destroyed at will. All staff members are custodians of the records they maintain.

Change in the congregation status

1. If the status of the congregation changes through merger or consolidation, records of archival value become part of the archives of the new congregation.
2. If the status of the congregation changes through dissolution, records of archival value should be sent to the regional church.
3. If the status of the congregation changes through withdrawal, the records of archival value are retained by the congregation.

Most of the records retained by the congregation for its daily operation, legal protection, financial security, and responsibility to history fit into one of the following categories. For the well-being of the congregation, each type of record has a specific life cycle and needs appropriate care.

CHERRY LOG CHRISTIAN CHURCH RECORDS SCHEDULE				
RECORD SERIES TITLE	DISPOSITION DESCRIPTION	Total YRS keep	Storage Location	Person Responsible
Employee Records				
Accident and Injuries Records	Workers Compensation Claims Records	7	Fireproof File Cabinet Church Office	Church Administrator
Employment Eligibility Verification Forms, Employment Contracts	E-Verify, pastor contracts,	7	Cloud, fireproof cabinet	Church Administrator, Personnel Chair
Employment Benefits Policies and Procedures Records	Benefit applications, personnel procedures and policies.	Permanent	Fireproof cabinet	Church Administrator, Personnel Chair
Employment Policies and Procedures, Personnel Records	Employment Policies, Personnel Records	Permanent	Fireproof Cabinet	Church Administrator, Personnel Chair, Pastor
Insurance Election Records, Employees	Part of personnel file	permanent	Fire-proof file cabinet	Church Administrator, Personnel Chair
Time Sheets	Hourly employees	7	Church Office	Church Administrator
Travel Records	Pastor travel mileage records	7	Church office	Church administrator, pastor
Tax Withholding Authorization Records	Federal and State	7	Admin Closet	Church Administrator
Grievance Records	Staff grievances	Active +3	Fireproof Cabinet	Church Administrator, Moderator, Pastor
Insurance Policies	Workers Comp	Kept until new policy is issued	Fire-proof File cabinet	Church Administrator

Accounting				
Annual/Monthly Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records	7 years hardcopy, web 7 years	Cloud, church website, Admin Closet	Church Administrator
Accounts Payable Records	Paid Invoices, Disbursements	7	Admin Closet	Church Administrator
Accounts Receivable Records	Membership contributions, offering records	7	Admin Closet	Church Administrator
Audit Records, Reports	Records, report by contracted auditor company	Permanent	Cloud, fireproof cabinet	Church Administrator
Bank Deposit Books, Bank Deposit Slips, Bank Statements	Monthly statements from bank	7	Admin closet	Church Administrator
Cancelled Checks	Cashed Checks	7	Admin Closet	Church Administrator
Budget Records	Annual Budgets	7	Website, Admin Closet	Church Administrator, Finance Chair
Tax-Exempt Certificates	Certificates	Permanent	Fireproof file cabinet	Church Administrator, Finance Chair
Building				
Architectural Drawings, Blueprints, and construction drawings	Current drawings of all church real estate holdings – Church on the Hill, LWH, Craddock Center, present church,	Permanent	Church storage room near choir room	Church Administrator, Property chair
Contracts	repairs, maintenance, lease agreements, loans	Kept until contract is completed	Fireproof file cabinet	Church Administrator, Property Chair, Moderator
Deeds	Deeds, Conveyances, Covenants, easements, title papers	Permanent	Fireproof file cabinet	Church Administrator
Inventories of Property and Equipment	Real assets	Until superseded	Church Office	Property chair, Finance Chair, Church Administrator

Property Files	Repair history, permits, litigation with contractors, warranties, specifications of systems (well, HVAC, appliances, etc.)	Permanent	Fireproof file cabinet	Church Administrator, Property Chair
Real Estate Surveys	surveys, plot plans and related correspondence	Permanent	Church Office, Church storage room near choir room	Church Administrator, Property chair
Insurance Policies	Church property, liability, etc.	Kept until new policy is issued	Fire-proof File cabinet	Church Administrator, Trustees
Board/Membership				
Bequest and Estate papers	wills, gift agreements, bequests	Permanent	Fireproof cabinet	Church Administrator, Legacy Chair
Board, Council, Committee Records	Minutes of regular and special congregational meetings, Minutes of the congregation council and its executive committee, minutes of church board	Permanent	Website, hardcopy in books in Admin closet	Church Moderator
Administrative Reports	Disciples Yearbook reports, Congregational voting	7	Admin closet	Church Administrator, Church Moderator
Bylaws	By-laws and revisions	Permanent	Cloud, website	Church Administrator, Moderator
Bulletins	Sunday worship bulletins, special local church occasion bulletins	Permanent	Cloud	Church Administrator
Church Records	Charter or articles of incorporation, Copies of letters of call to the pastors, Documentation of the congregation's nine-digit federal employer identification number	Permanent	Fireproof file cabinet	Church Administrator, Moderator
Directories-Members	Current Church member directories maintained on an ongoing basis.	Active	ACS - Cloud	Church Administrator, Membership Chair

Membership records	Church Register (including Join Dates, Baptisms, Deaths, Pastors of the congregation, choir directors, Roster of officers of the congregation.) The church register should be ongoing with membership and dates from the beginning charter to present.	Permanent	Fire-proof File cabinet, ACS	Membership Chair
Newsletters	Church newsletters – Early copies of newsletter kept as paper copies in church library. Later versions kept on website server.	Permanent	Church Library, church website	History Committee Chair