



# Record Retention Policy

Approved at June 14, 2017 Board Meeting

## Position Statement

The record retention and destruction policy identifies the responsibilities of staff, volunteers, members of the board of directors and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be maintained by the organization's staff, volunteers, members of the board of directors, committee members and outsiders.
- b. All paper documents will be destroyed according to the retention schedule outlined below.
- c. All electronic documents will be deleted from all individual computers, databases, networks, and back-up storage according to the retention schedule outlined below.
- d. No paper or electronic copies will be destroyed or deleted if pertinent to any ongoing or anticipated investigation, proceeding or litigation.

# Policy

Type of Document	Minimum Requirement	Ownership
Annual Financial Statements	Permanently	Treasurer/Finance Committee
Annual Reports	Permanently	Office
Articles of Incorporation	Permanently	Board of Trustees
By-laws	Permanently	Board of Trustees
Deeds, mortgages and bills of sale	Permanently	Office
Employee payroll summary for each year	Permanently	
Endowment Gift Information	Permanently	Office/Treasurer
IRS correspondence	Permanently	Office
IRS 501 (c )3 letter	Permanently	Office
Meeting Minutes (Board & Congregational)	Permanently	Board of Trustees
Membership Lists	Permanently	Office
Property records, deeds, appraisals	Permanently	Office
Restricted gift documentation, wills, bequests, etc.	Permanently	Treasurer/Finance Committee
Retirement and pension records	Permanently	Treasurer/Finance Committee
Sales tax exemption certificate	Permanently	Office
Ministerial Search Documents & Contracts	Permanently	Office/Board of Trustees
UUA Reported Data	Permanently	Office
Bank Statements	8 years	Treasurer
Contribution records	8 years	Finance Committee
Cancelled checks	8 years	Treasurer/Finance Committee
Employee payroll records	8 years	Treasurer/Finance Committee
Expired contracts, mortgages or notes	8 years	Office
Insurance policies	8 years	Office
Leases for equipment	8 years	Office
Personnel files for terminated employees	8 years	Minister
Quarterly and annual payroll reports, W2, 1099, etc.	8 years	Treasurer/Finance Committee
Timesheets	8 years	Office
Vendor payment records	8 years	Office
Employment applications for those not hired	3 years	Minister
Inventory records for products, materials and supplies	3 years	Office
Project Proposals	3 years	Board of Trustees/Office
Routine correspondence	3 years	All
Monthly Finance Reports	Monthly until Annual Reconciliation/Reports	Treasurer
Computer back-ups of financial records	Daily	Office

## **Process**

Each year in July the staff, volunteers, etc., will complete a review of all Peoples Church records according to their respective ownership of the files in our organization. To ensure we are current with our policy, each individual participating in the record retention review will sign and date a confirmation form that indicates they have reviewed and destroyed any files in accordance with our record retention policy. Below is the template to be used for the confirmation form.