

Background:

The Records Management Task Force has begun assisting the office staff with sorting and disposing of old records. To assist with this task, the RMTF recommends that the Presbytery Coordinating Commission [*council*] adopt the suggested retention periods of the Department of History of the Presbyterian Church (U.S.A.), as listed below.

We foresee that the presbytery's staff and volunteers will retain and/or dispose of current and past presbytery records in accordance with these policies, effective as of the approval of this motion. The goal of RMTF is to substantially complete its task by December 31, 2007.

TYPE	RETENTION
Minutes	permanent
Annual Reports	permanent
Reports	permanent
Bylaws/charters	permanent
Incorporation records	permanent
Annual Budgets	permanent
Annual Audits	permanent
Financial ledges of final entry	permanent
Subject correspondence	permanent
Manuals/handbooks	permanent
Newspapers/newsletters	permanent
Brochures/promotional materials (1 copy)	permanent
Photographs	permanent
Property Records	20 years after sale
Wills, bequests	permanent
Legal/judicial bequests	permanent
Records of dissolved congregations: (minutes, registers, charters, articles of incorporation, property records)	permanent
Loan agreements	satisfaction + 20 years
Contracts	active + 3 years
Personnel records	employment + 7 years

Records Retention Schedule
 Approved by PCC, August 23, 2011
 Reported in PA Minutes, p. _____

TYPE	RETENTION
Employee records	employment + 7 years
FICA/W-2 records	7 years
Accounts payable invoices	3 years
Accounts payable	7 years
Accounts receivable records	3 years
Bank deposit slips	3 years
Bank statements	7 years
Cancelled checks	7 years
Cash receipt records	3 years
Data for updating mailing lists	1 year
Mailing lists	active
Periodic financial statements	2 years
Expense reports	7 years
General/routine correspondence (Acknowledgements, requests, travel arrangements, etc.)	3 years
Invitations	1 year
Petty cash records	7 years
Receipts for purchase	7 years
Meeting Notices	1 year
Travel plans/arrangements	1 year
Resource files	active
<u>Youth Program Registration</u>	<u>Until youth reaches 24</u>
<u>Youth Program Health Forms</u>	<u>Until youth reaches 24</u>