

UUFM DOCUMENT RETENTION POLICY

The corporate records of the Unitarian Universalist Fellowship of Mankato (hereafter the “Church”) are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, or a contract, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires the Church to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and the Church to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Church in contempt of court, or seriously disadvantage the Church in litigation.

The Church expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Church informs you, that Church records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Church Attorney and Board determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Church Attorney and Board.

From time to time the Church establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- A. Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the Church's revenues. Tax records should be retained for at least six years from the date of filing the applicable forms.
- B. Employment Records/Personnel Records. State and federal statutes require the Church to keep certain recruitment, employment and personnel information. The Church should also keep personnel files that reflect performance reviews and any complaints brought against the Church or individual employees under applicable state and federal statutes. The Church should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for six years.
- C. Board and Board Committee Materials. Meeting minutes should be retained in perpetuity **in the Church's minute book**. A clean copy of all Board and Board Committee materials should be kept for no less than three years by the Church.
- D. Press Releases/Public Filings. **The Church should retain permanent copies of all press releases and publicly filed documents** under the theory that the Church should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that Church.

- E. Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.
- F. Marketing and Sales Documents. The Church should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years.
- i. An exception to the three-year policy may be sales invoices, contracts, leases, licenses (e.g. CCLI) and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.
- G. Development/Intellectual Property. Development documents are often subject to intellectual property protection in their final form (e.g., copyrights).
- H. Contracts. Final, execution copies of all contracts entered into by the Church should be retained. The Church should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- I. Electronic Mail. E-mail that needs to be saved should be either:
- i. printed in hard copy and kept in the appropriate file; or
 - ii. downloaded to a computer file and kept electronically or on disk as a separate file.
- The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to Church Executive Pastor/Board/Church Attorney (555-555-5555; jd@churchattorney.com), who is in charge of administering, enforcing and updating this policy.

READ, UNDERSTOOD, AND AGREED:

Employee's signature

Date

Witnessed by

RECORD RETENTION SCHEDULE

The guidelines below give retention periods for the most common records.

ACCOUNTING RECORDS	Description	RETENTION PERIOD	ARCHIVE - WHERE	DIGITAL VS PAPER	MY NOTES
Accounts payable	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7 years			
Accounts receivable	Membership contributions, offering records	7 years			
Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Permanent			
Audit Reports		Permanent			One said 7 years after completion
Bequest and Estate papers	wills, gift agreements, bequests	Permanent			
Budget records	Annual Budget	Permanent			
Chart of Accounts		Permanent			In Quickbooks
Contribution records		7 years			This seems to be a repeat of Account receivable. Are Pledges different?
Depreciation schedules		Permanent			
Financial statements (annual)		Permanent			
Fixed asset purchases		Permanent			
General Ledger		Permanent			
Invoices	To customers and from vendors	7 except for major constructions			
Loan payment schedules		7 years			I do not have for most recent loan
Shipping and Freight Records		3			
Tax Returns		7			
Tax Withholding Authorization Records		Active + 5			
Form 1099-MISC		7 years			
Purchase Orders		7 years			

BANK RECORDS					
Bank deposit slips	Have not always gotten these, but I am taking the time now	3 years			We have these going back to 2010 or earlier
Bank reconciliations		2 years (7years)			Some examples differ on time
Bank statements		7 years			We have these back as far as 2000
Canceled checks		7 years			
Certificates of Deposit (canceled)		3 years			
Electronic payment records		7 years			Is this Vanco? Or our payments.
CORPORATE RECORDS					
Articles of Incorporation		Permanent			
Board Minutes		Permanent			
Bylaws		Permanent			
Business licenses		Permanent			
Contracts – major		Life + 4 years			Some say +7
Contracts – minor		Life + 3 years			
Federal Tax ID		Permanent			
Insurance policies		Permanent			
Leases/mortgages		Permanent			
Patents/trademarks		Permanent			
Tax-Exempt Certificates	Certificates and Form 990	Permanent			
Form 5578 (nondiscrimination)		7 years			

EMPLOYEE RECORDS	DESCRIPTION	RETENTION PERIOD			
Accident and Injuries Records	Workers Compensation Claims Records	Settled+6.			
Benefits Policies and Procedures Records		Permanent			
Employee files	Personnel Files	Active + 7years			
Employment applications (ex-employees)		3 years			
Employment applications (rejected or incomplete)		2 years			
Employment Eligibility Verification Forms		Active +1 (3 years min)			
Employment Policies and Procedures Records	Employment Policies	Permanent			
Employment taxes		7 years			

Deduction Authorization Records	Deductions Input List	Active + 4			
Grievance Records		Active +3 years			
Insurance Election Record		Employment +6years			
Pay Authorization Records		5 years			
Payroll records		7 years			
Retirement plans		Permanent			
Staff Meeting Records		Permanent			
Form W-2, W-4, 941		7 years			
Time Sheets/Leave Requests		3 years			
Travel Records		5 years			
Worker's Compensation Claims					
Form 1099-MISC		7 years			

REAL PROPERTY RECORDS		RETENTION PERIOD			
Architectural Drawings, Blueprints, and Maps		Permanent.			
Construction records		Permanent			
Contracts	repairs, maintenance, lease agreements, loans	4 - service contracts 6 -Repairs, Lease, Loans Permanent - new construction			
Deeds	Deeds, Conveyances, Covenants, easements	Permanent			
Inventories of Property and Equipment		Until superseded			
Leasehold improvements		Permanent			
Lease payment records		Life + 4 years			
Property Files	deeds, title papers, repair history, permits, lease agreement	Permanent			
Real estate purchases		Permanent			
Real estate surveys		Permanent			

ORGANIZATIONAL RECORDS	DESCRIPTION	RETENTION PERIOD	ARCHIVE - WHERE	DIGITAL VS PAPER	MY NOTES
Administrative Reports	Minutes of the governing board of council; Minutes of congregational meetings; minutes of any formal committee that takes official action on the part of the congregation,	Permanent			

	board or committee				
Annual and Mid-Year Reports	Including a report from the president, the secretary or clerk, and the treasurer as well as a summary of activities of each committee, interest group and special task force or team				
Bulletins	Sunday worship bulletins, special local church occasion bulletins	Permanent			
Committee Records	Local church committee records – and committee chairs	Permanent			
Conflict of Interest????			?????		
Correspondence - subject	Correspondence on special or topic interest	permanent			
Correspondence - transitory	Routine correspondence	1 year			
Directories		Permanent			
Evidence of Worker Screening Procedures	Completed worker applications; Annual renewal applications; record of reference checks performed; criminal background checks results; notes from worker interviews				
History	Written histories of the congregation. These should be updated every 10 years				
Index of Local Media Coverage					
Membership records	Membership register, baptisms, marriages, transfers	Permanent			
Newsletters	Church newsletters, not denominational-wide	Permanent			
Officers	Records of Officers		Not sure we have these for earlier than		
Scrapbooks and Identified photographs					
Signed Participation Agreements					

Special Medical Needs					
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