

Presbytery of Redstone
Records Retention Policy

In order to provide clarity on records ownership, the following policy shall apply.

All Book of Order mandated Committee records shall be housed with and maintained by the Stated Clerk of the Presbytery. These records shall be periodically sent to the Presbyterian Historical Society for storage and retention.

<u>TYPE</u>	<u>RETENTION</u>
Minutes	
Presbytery	Permanent
Council	Permanent
Committee on Ministry	Permanent
Committee/Preparation for Ministry	Permanent
Trustees	Permanent
Annual Reports	Permanent
Bylaws/Charters	Permanent
Incorporation Records	Permanent
Annual Audits	Permanent
Annual Budgets	Permanent
Financial Records of Final Entry	Permanent
Manuals/Handbooks	Permanent
Newspapers/Newsletters	Permanent
Publications	Permanent
Photographs	Permanent
Property Records	20 Years After Sale
Wills, Bequests	Permanent
Legal Cases	Permanent
Records of Dissolved Congregations:	Permanent
Minutes, registers, charters, articles of incorporation, property records	
Tax Returns	Permanent
Loan Agreements	Satisfaction + 20 Years
Contracts	Active + 3 Years
Personnel Records	Employment + 6 years
FICA/W-2 Records	7 Years
Accounts Payable	7 Years
Bank Statements	7 Years
Canceled Checks	7 Years
Contract and leases (expired)	7 Years
Equipment Disposal Records	7 Years
Expense Reports	7 Years
Petty Cash Records	7 Years

Receipts of Purchases	7 Years
Accounts Payable Invoices	3 Years
Accounts Receivable Records	3 Years
Bank Deposit Slips	3 Years
Cash Receipt Records	3 Years
Employment Applications	3 Years
General/Routine Correspondence: (Acknowledgments, Requests, Travel Arrangements, Etc.)	3 Years
Insurance policies (expired)	3 Years
Periodic Financial Statements	2 Years