

Records Retention Policy

It is the policy of Niles Discovery Church to keep and destroy the following records according to the following schedule:

Record Title/Type	Retention Period	Disposition	Category
Accounts Payable Records (claims and disbursements, expenses, accounting, bookkeeping, paid invoices, finance, purchasing)	Official copy: 7 years Other copies: 2 years	Official copy: Destroy after 7 years Other Copies: Destroy after 2 years	Financial
Accounts Receivable Records (membership contributions, pledges, offering records)	Official copy: 7 years Other copies: 2 years	Official copy: Destroy after 7 years Other Copies: Destroy after 2 years	Financial
Audits	Official copy: Permanent	Official copy: archive	Financial
Bank Deposits, Ledger, Slips, Statements	Official copy: 7 years	Official copy: destroy after 7 years	Financial
Annual Budget Reports	Official copy: permanent	Transfer to Archive after 2 years	Financial
Monthly Budget Report	Official Copy: 7 years	Official copy: destroy after 7 years	Financial
Properties: facilities records, plant operations	Permanent	Other records: transfer to archives when superseded or obsolete	Financial
Purchase Orders (receipts, bills)	Official copy: 7 years Other copies: 2 years	Official copy: Destroy after 7 years Other Copies: Destroy after 2 years	Financial
Tax Returns	Official copy: 7 years	Official copy: Destroy after 7 years provided no legal action is taken	Financial

Insurance Policies (non-personnel)	Official copy: permanent	Official copy: archives	Financial
Bylaws, Procedural Regulations, Meeting Policies	Official copy: permanent	Transfer previous version to archives after amendment or replacement	Reports/Procedures
Administrative Records (reports and minutes of Cabinet, Ministry Teams, Committees, etc.)	Official copy of agendas, minutes, reports: permanent Official copy of all other records: 4 years	Official copy of agendas, minutes, reports: archives Official copy of all other records: destroy after 4 years	Reports/Procedures
Annual Reports	Official copy: permanent Other copies: until superseded or obsolete	Official copy: archives Other copies: destroy when superseded or obsolete	Reports/Procedures
Bulletins/Newsletters	Official copy: permanent Other copies: until superseded or obsolete	Official copy: archives Other copies: destroy when superseded or obsolete	Congregational Literature/Publications
Correspondence (general correspondence, special subject correspondence)	Transitory correspondence: 1 year Subject correspondence: permanent	Transitory correspondence: review and destroy annually Subject correspondence: archive after end of program	Programs and Operations
Historical Records (ledgers, photos, slides, videos, etc.)	Permanent	Archive	Historical Records
Employee Records (personnel files, policies, procedures, interviews,	Official copy: 7 years after employee separation	Official copy: destroy 7 years after employee separation	Personnel

temporary appointments)			
Insurance policies relating to personnel (policies and related correspondence)	Official copy: permanent	Official copy: Archives	Personnel
Search Records (all positions)	7 years after employee/pastor termination of successful candidate. 5 years after search completed for all other records	Destroy 7 years after employee/pastor termination of successful candidate. Destroy 5 years after search completed for all other records	Personnel
Time Sheets (time sheets, employee salary records)	3 years	Destroy after 3 years	Personnel
Deeds (certificates of title to property, ownership, and related correspondence)	Official copy: permanent	Official copy: keep in safe until property is sold; then transfer to archives	Vitals/Legal