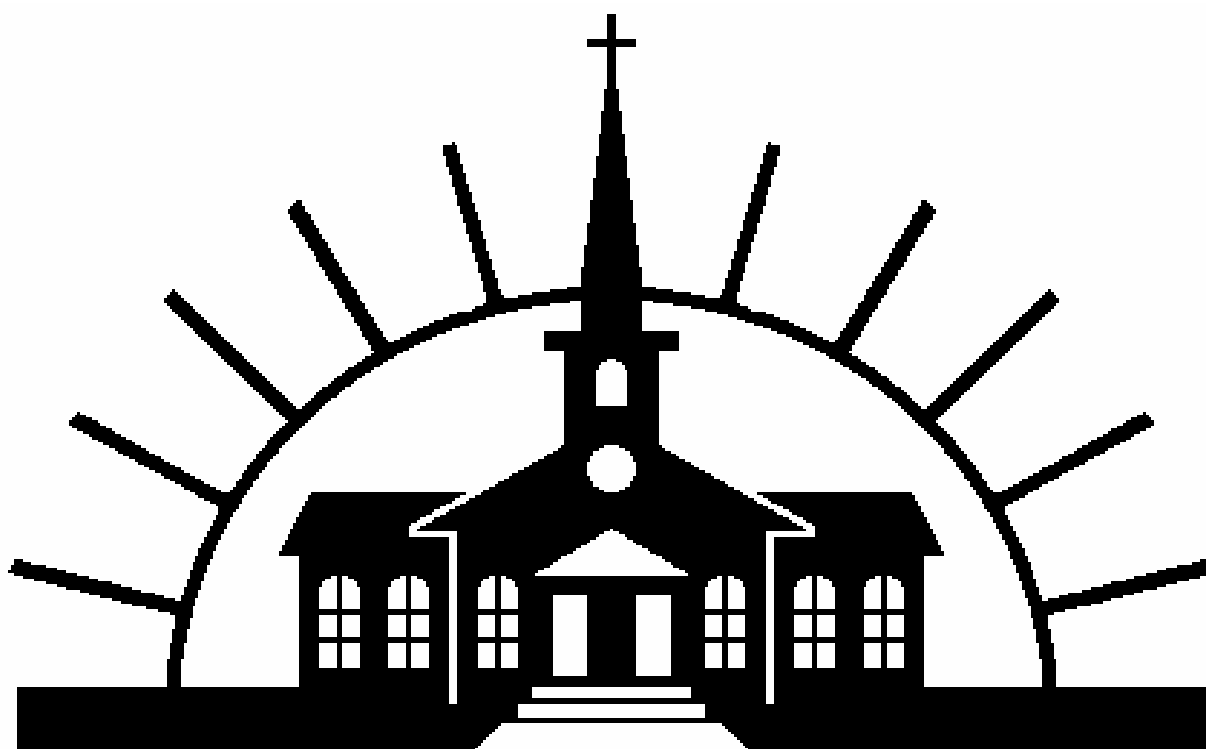


RECORDS MANAGEMENT MANUAL



Office of Archives, Statistics, and Research
General Conference of Seventh-day Adventists
Revised
May 2013

RECORDS MANAGEMENT MANUAL

The purposes of this manual are:

1. To acquaint you with your part in the General Conference records management program.
2. To help you maintain efficient files for yourself and those who look to you for records.
3. To explain the functions and uses of the Records Center and Archives.



June 1996

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Records Management Program



WHAT ARE RECORDS?

Records are the means by which information is transmitted from one person to another. They include but are not limited to books, periodicals, correspondence, minutes, files, audiovisual items, maps, diagrams, and computerized data, whether published or unpublished. (Adapted from definitions appearing in Maedke, etc., Information and Records Management, 2d ed., p. 4.) For a more detailed list see page 22.

WHAT IS RECORDS MANAGEMENT?

Records Management includes:

1. **Records Creation:** Records are continually created in all GC offices. Our records management program can help in effectively managing those administrative and office functions that bring records into existence.
2. **Records Maintenance:** Records maintenance means effectively controlling the collection, analysis, classification, arrangement and retrieval of active information and the protection of irreplaceable, mission critical (**vital**) records. It helps to avoid unnecessarily saving certain kinds of low-value or duplicate records; it encourages the optimum use of filing equipment.
3. **Records Disposition:** Records disposition involves proper temporary storage of records that are not frequently needed for reference; the eventual destruction of records that have no lasting historical, administrative, legal, or fiscal value; and the permanent preservation of records that have fulfilled the purpose for which they were created but continue to have significant legal or historical importance.

Records of many kinds accumulate in your office in the course of your work and remain there for reference. But when they are no longer referred to very often, they constitute a storage problem. Space is needed for current records.

What do you do with these older records? Do you box them and stuff them into a closet or storage room to deal with when you have more time? Do you "go through" them trying to eliminate or cull what seems unimportant? Do you consign them all to the shredder? Or do you turn them all over to the Records Center? Records management provides the answers to all these questions. It helps you manage current files effectively and maintain an orderly flow of records from your office to the Records Center.

BACKGROUND OF GENERAL CONFERENCE RECORDS MANAGEMENT PROGRAM

Before 1973 a considerable amount of documentary material at the General Conference was thrown away--correspondence files from the attic, printed material from vaults, and reports and records from office closets. In almost every instance, the discarding was the decision of one or two individuals and was not a corporate decision.

Now that we have a records management program, those who create and file denominational records can feel more secure in what is chosen for eventual destruction. It is well to remember that the records we work with and produce belong to the church at large and **not** to individuals.

The Records Center and Archives staff, under the direction of the Archives and Statistics Committee, has developed guidelines for the proper storage, preservation, and arrangement of records no longer frequently referred to in the office. These records are made available through the General Conference Records Center and Archives.

PRINCIPLES OF RECORDS MANAGEMENT FOR THE GENERAL CONFERENCE

1. **All** records created by General Conference employees in the course of their work **are the property of the General Conference**. An exception: personal professional papers such as sermons.
2. Records Management concerns itself with records from their creation until their disposition. Disposition occurs by transfer into the Records Center, with eventual permanent preservation or destruction.
3. The removal or destruction of General Conference records **MUST** conform to guidelines published in this Records Management Manual. Exceptions must be authorized by the General Conference Archivist or the Archives and Statistics Committee. Noncompliance can have serious legal consequences for individuals as well as for the General Conference.

DESCRIPTION OF THE RECORDS CENTER VAULT

The General Conference Records Center vault is a fire-resistant, temperature and humidity controlled, secure storage area for all types of records, after they have served their original purpose in the offices of origin. It is administered by the Archives and Statistics staff to relieve the pressures on office file space and to preserve important records until they are transferred to the Archives or destroyed. Departments and services may regard it as an extension of their own office.

Storage is in uniform record center boxes measuring 12" x 15" x 10". The boxes are numbered serially and placed on shelves. The contents of each accession are recorded in a database. This record becomes the basis for efficiently locating materials upon request.

Procedures for preparing and transferring files to the Records Center and for retrieving needed files are given on succeeding pages. Rules governing access to these records by persons outside your department are also discussed.

MAJOR ARCHIVAL ITEMS POLICY

The following policy action, originally voted by the President's Advisory Council (PRADCO) in 1975, and reaffirmed in 1990 and 1995 by the General Conference Archives and Statistics Committee, says that the Archives is to receive a copy of every item produced or sponsored by any department or office of the General Conference, regardless of the cost:

(A-1006) Major Archival Items

Some major items such as films and sets of materials produced by the various departments of the General Conference have a relatively high per-item cost. Some departments and institutions have asked whether the Archives should not purchase its copy of these productions.

Agreed, To approve as policy the recommendation which stipulates that the various General Conference departments, services, and institutions supply the General Conference Archives with a copy of any item currently produced or sponsored, including audiovisual programs, at the time the item is produced, and to refer questions regarding financing the acquisition of old materials and the kinds and/or samplings of such materials to be preserved to the Archives and Statistical Yearbook [now Archives and Statistics] Committee for further study.

RETENTION AND SAFEGUARDING OF RECORDS POLICY

BA 70 Retention and Safeguarding of Records

BA 70 05 Records Management—1. The normal operation of denominational organizations and institutions results in the production and the accumulation of a large volume of files and records of varying degrees of administrative and historical value. In order to preserve documents of permanent value and to avoid the unnecessary preservation of unneeded materials, each organization will find it advantageous to establish a records management program.

2. Administrators of all organizations should evaluate the legal, financial, and cultural worth of various types of files and records produced in all offices. The political vicissitudes through which the world is constantly passing seriously affect property rights, for example, and demand the proper preservation of denominational property records. Corporate papers and board minutes not only tell the history of an organization but may be called upon in cases of litigation. Many other documents and general files that seem to be of little value beyond their initial retention period grow rapidly in historical value as time passes and even serve future administrators in restudying issues and problems.

BA 70 10 Records Retention—1. Each organization and institution shall establish a records center, that is, a storage place to protect documents from fire, deterioration and unauthorized access. This records center shall house those noncurrent documents or files designated for either short-term or permanent storage. The records center is not to be used for the storage of current files, that is, those that are consulted several times a year in the normal course of business.

2. A records retention schedule, available from the General Conference Archives, shall be considered by the respective denominational organizations and institutions and, with revisions that may be indicated by local need or varying legal requirements, adopted by their governing boards or committees.

3. Documents and files stored in the records center awaiting later destruction shall be boxed in such a way as to make clear the date of their destruction, under the provision of a records retention schedule approved by the organization's executive committee or board.

4. Documents and files to be preserved permanently may be kept in hard copy or microform at the discretion of the appropriate governing body. Storage may be in the same storage facility with less permanent items but should be physically separated from them and clearly labeled.

BA 70 15 Vital Records—1. All organizations and institutions shall give special attention to the permanent preservation and security of their own vital records, such as articles of incorporation, constitutions and bylaws, minutes of boards or governing committees, property records and other legal documents, and also church properties that are of an intellectual nature, such as trademarks and copyrights.

2. The secretary of each division shall forward to the General Conference Archives a true copy of the articles of incorporation of all legal bodies within the division, the division committee minutes, and the board minutes of division institutions.

3. The treasurer (or other designated officer) of each division shall index, identify, and file property records as follows:

a. All deeds, mortgages, contracts, and other documents covering the acquisition and holding of real property by any Seventh-day Adventist organization or institution within the division's territory, and documents of an intellectual nature relating to church properties, such as trademarks and copyrights. At the discretion of the division, documents relating to local churches, primary schools, and residences may instead be maintained by union or conference/mission organizations.

b. A list or index of such documents, with a brief description of relevant information such as location, name of legal body holding title, original cost, date acquired, and summary of major improvements or additions shall be maintained, and a copy transmitted annually to the General Conference Archives.

4. A designated officer of the Treasury of the General Conference shall forward to the General Conference Archives copies and data relating to property holdings of the General Conference Corporation and of General Conference institutions as specified in paragraph 3. above.

BA 70 20 Ownership of Records—I. When an organization records ideas and information on paper or other medium, it retains the ownership of that record. Both the information and medium on which it is recorded are a resource to be protected and preserved, or destroyed, according to approved records management principles.

2. All records, files, and documents (including correspondence) created by the employee in the course of employment are the property of the employing organization and shall at all times continue in the ownership and control of the employing organization for its use, preservation, or destruction according to its records management policies.

a. The term "records" includes, but is not limited to, information recorded on paper, film, electronic media or sound media, as well as charts, drawings, and maps.

b. Excluded from this policy are materials closely related to an employee's professional career or graduate education such as sermons and sermon files and graduate research materials.

3. In addition to the informational value of organizational documents, files, and other records, some items have a literary value. Although this value also resides with the employer, it may, by written agreement, be vested in the employee or shared with the employee. (See BA 70 25, Literary and Other Intellectual Property Interests.)

BA 70 25 Literary and Other Intellectual Property Interests—

1. *Ownership*—Literary and computer software property interests in any work prepared on the job by an employee within his/her employment shall vest in the General Conference of Seventh-day Adventists or other legal church entity. The General Conference Corporation or other legal entity shall hold title to any copyright, trademark, patent, or other legal property interest without responsibility for royalty or reimbursement other than the regular salary and benefits earned by the employment.

2. *Exclusions*—This policy is not intended to cover sermons and graduate-study materials.

3. *Exception*—The General Conference Corporation or other legal church entity by written agreement signed by all parties may exempt an employee from any portion of this policy. Any such agreement must be approved by majority vote of the Board of Trustees of the Corporation or other legal church entity, and an original copy of the agreement must be filed with the official minutes of such board.

BA 70 30 Implementation—The secretary of a local conference/mission, union or division shall be responsible for the implementation of this policy in the respective field and in its subsidiary organizations except for those portions specifically designated as being the responsibility of the treasurer. In the case of institutions, the secretary may delegate this responsibility to the institution's chief executive officer.

GC Working Policy, 2012 - 2013

ROLE OF THE DEPARTMENTAL RECORDS COORDINATOR

It is helpful if each department or service has a records coordinator to work closely with the Records Center and Archives staff. An outline of the records coordinator's responsibilities follows:

1. Once a year (shortly after the first of the year) check to see that every office in the department or service has transferred to the Records Center: (A) the oldest year of correspondence, (B) the oldest year of minutes, and (C) all printed or duplicated items produced during the year.
2. Maintain a file of duplicate accession records for reference when departmental records need to be retrieved from the Records Center.
3. Keep director aware of interaction between department or service and records management program.
4. Educate other departmental staff members regarding Records Center procedures and policies, including standard filing methods.
5. Periodically furnish the Records Center with a current description of the functions of each office in the department.

With the increased reliance on non-paper records the *process* of creating records has in some ways become as important as the records themselves. It will be necessary for records coordinators to work with the Records Center to (A) maintain a list of record series used in the department, (B) keep the retention schedule up to date, and (C) list the procedures for protecting vital records and producing and maintaining office records.

6. Arrange or assist with retrievals from the Records Center.
7. Provide authorization for the destruction of those records of the department, stored in the Records Center, that do not need to be kept permanently.
8. Work with the Records Center staff in solving problems relating to filing, discarding, and preservation.
9. Assist in the smooth transfer of records between staff transferring in and out of the department.

In The Office



RECOMMENDED FILING SYSTEM

NOTE: The Records Center accepts electronic records (records in machine-readable form) as well as paper records. For the best results in retrieving electronic records file them in directories in the same way you would file your paper records.

1. File distinct series or types of records separately. For example: file correspondence in one drawer, directory, or alphabetized section; minutes in another; financial records in a third; and reference or subject files in a fourth. Each of these series will have a different "life cycle" or retention period in your office. Having distinct series will make it easier to pull out those series ready to be sent to the Records Center or destroyed.
2. At the beginning of each year, start new files for correspondence, minutes, and other annual records, transferring the past year's files to another drawer and removing the oldest year's files to be transferred to the Records Center.

Electronic records can be sent to the Records Center electronically or copied to a CD or DVD and sent to the Records Center. Please send your records to the Records Center in **ONLY** one format. Do not send both paper and electronic versions of the same records to the Records Center.

3. File organizational correspondence by organization, not by the correspondent's name. File personal letters by the correspondent's name.
4. Different types of correspondence--institutional, departmental, non-workers--can be filed in one large alphabet. Each type can be easily differentiated by using different color tabs and tab positions. For example, correspondence with other divisions could be filed using pink tabs in the center of the drawer. Next to these could be General Conference departments using blue tabs. On the left could be miscellaneous correspondence using alphabet tabs, and so forth. A similar effect can be achieved by using directories and subdirectories in your word processing program. See pages 12 and 13.
5. If an item is temporary, mark it for later destruction upon receipt or filing. This can be done by using some type of stamping device or other type of flag. Do not put yourself in the position of having to separate "permanent" records from "ephemeral" or temporary records at some future time, when you or someone else will have to restudy the whole file. Separate or mark each record at the time it is produced or filed, while it is still fresh in your mind.

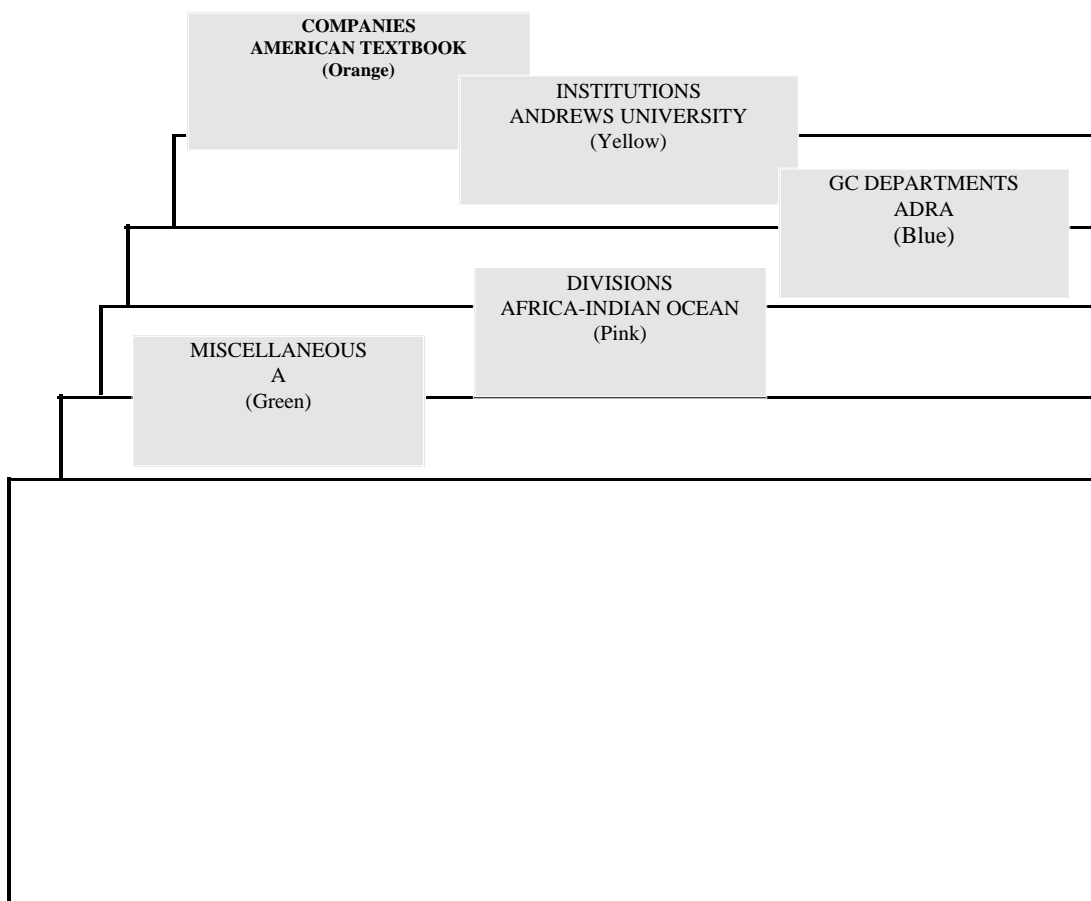
It is easier and less time consuming to file temporary records in a separate directory. If you have not already done this and the temporary files are small, it is more efficient to send all your electronic files to the Records Center.

6. Certain records, such as correspondence or minutes, can be transferred to the records center after only a couple of years. Subject or reference files should not be transferred until the topic is no longer current and the folder is not needed for reference. File record series with annual cut-off dates separately from those with indefinite cut-offs. This will minimize or eliminate sorting and revamping files at the time some records are transferred to the Records Center.

Since electronic records such as correspondence are copied to a disk and the original file remains on your hard drive, you can send the disk(s) containing the “archived” copy of your correspondence to the Records Center after the first of the year. When it is no longer necessary to frequently refer to the older correspondence it may be deleted from your hard drive. **DO NOT** delete older correspondence without first establishing that a backup or “archived” copy exists.

The Records Center must have certain information in order to be able to retrieve your electronic files. We must know the office of origin, the format of the file (i.e. Word, Access, etc.; we recommend saving files in their original or “native” format), and the date the file(s) was created.

7. Hanging folders are an efficient and appropriate way to file records in your office. However, when sending files to the Records Center their contents **MUST BE TRANSFERRED TO MANILA FOLDERS** (accordion folders or “file pockets” are acceptable for large files) that are to be clearly labeled with a ballpoint pen (other markers may run or bleed). Computer generated labels containing bar codes are also acceptable. Files received in hanging folders **WILL** be returned.



Sample of a paper correspondence file.

Sample of a computer correspondence file.

```

C:
├── DATA
│   ├── ACADEMIS
│   ├── ALPHACOR
│   ├── ASTTOPIC
│   │   ├── BUDGET.AST
│   │   ├── JOBDESC.AST
│   │   ├── MANUAL.AST
│   │   ├── MISCEL.AST
│   │   │   ├── MISCEL.ASR
│   │   │   └── MISCEL.SAC
│   │   ├── PERSONEL.AST
│   │   └── SOCIAL.AST
│   ├── COMMITES
│   │   ├── ADCOM
│   │   ├── ARCHIVES
│   │   ├── IHO
│   │   ├── ISPAN
│   │   └── SDAPI
│   ├── COLLEGES
│   │   ├── NAD
│   │   └── OTH
│   ├── DIVISION
│   │   ├── 1995.AID
│   │   ├── 1995.APD
│   │   ├── 1995.EAD
│   │   ├── 1995.ESD
│   │   ├── 1995.EUD
│   │   ├── 1995.IAD
│   │   ├── 1995.MEU
│   │   ├── 1995.NAD
│   │   │   ├── 1995.ADM
│   │   │   ├── 1995.ATL
│   │   │   ├── 1995.CAN
│   │   │   └── 1995.SWC
│   │   ├── 1995.SAU
│   │   ├── 1995.SPD
│   │   ├── 1995.SUD
│   │   └── 1995.TED
│   ├── FOODCOMP
│   ├── FORMS
│   │   └── 1995
│   ├── GC
│   │   ├── 1995.AR
│   │   ├── 1995.AST
│   │   │   └── 1995.CIR
│   │   └── 1995.DIV
│   │       └── 1995.GC
│   │       └── 1995.GCO
│   │       └── 1995.GMC
│   │       └── 1995.LIB
│   │       └── 1995.RC
│   │       └── 1995.STF
│   │       └── 1995.AUD
│   │       └── 1995.COM
│   │       └── 1995.EFS
│   │       └── 1995.GM
│   │       └── 1995.HRS
│   │       └── 1995.IHO
│   │       └── 1995.ISS
│   │       └── 1995.OGC
│   │       └── 1995.PLT
│   │       └── 1995.PRE
│   │       └── 1995.PSI
│   │       └── 1995.SEC
│   │       └── 1995.TEL
│   │       └── 1995.TRE
│   ├── GCINST
│   │   ├── 1995.AMC
│   │   ├── 1995.AU
│   │   ├── 1995.HSI
│   │   ├── 1995.LLU
│   │   └── 1995.PUB
│   │       ├── 1995.PPR
│   │       └── 1995.R&H
│   ├── HLTHCARE
│   ├── HOSPITAL
│   ├── PROJDONE
│   │   ├── ADVREVIEW
│   │   ├── STATMISC
│   │   ├── 1994.ASR
│   │   ├── 1995.AC
│   │   └── 1995.NAD
│   ├── PROJTODO
│   │   ├── FINSTATS
│   │   ├── STATMISC
│   │   ├── WLDSRV93
│   │   ├── YRBKDISK
│   │   ├── 1995.ASR
│   │   │   └── CORRESPOND
│   │   ├── 1995.QTR
│   │   └── 1995.YBK

```


WHAT TO KEEP? WHAT TO TOSS?

Some of the records in your office have a lasting significance; others may be useful for reference for a number of years; still others may have only temporary value or importance. The time to make decisions about what can be discarded after a year or two is when you first read or file the records. Mark such records at this time with a "D" in the upper right hand corner so that when you are ready to transfer them to the Records Center you can quickly pull these records and discard them, avoiding the necessity of studying the records again. Doing this will also make it easier for your successor, if you should leave or be transferred. If you are new to an office and inherit files that you are not familiar with and that your predecessor has not marked, do as much preliminary work on the files as you can, then transfer the files as is to the Records Center with an explanatory note on the Transfer Record.

If you are filing your records electronically mark your temporary or "D" records with the extension **.tmp** or put them in a temporary file or directory. Later your temporary files will be easy to tag and delete. Do not cull electronic records that have not been marked as temporary or been put into a directory designated as temporary, any savings is not worth the cost and time.

The following are some guidelines to help you in making decisions on what files should be considered temporary. **These guidelines do not apply to administrative offices in Presidential, Secretariat, and Treasury or to department and service directors,** whose **total files** have lasting historical and administrative value.

KEEP:

1. **Correspondence** dealing with development or interpretation of policies; doctrinal or administrative problems; evaluations of personnel, projects, or methods; and development of programs.
2. **Correspondence** giving factual information, data, summaries, statistics, and experiences.
3. **Correspondence** with leading administrators, except categories noted later.
4. **Correspondence** relating to travel, if it gives information about plans for a major meeting or field program, and the **final itinerary** schedule for all trips.
5. A set of all **form letters** sent by your office.
6. A sampling of certain types of **general correspondence**, to illustrate concerns of your office. Contact the Records Center for more information.
7. All **minutes** produced or received by your office.

8. All **reference or case files** created for specific purposes and used regularly during the development or solving of a problem or case.
9. **Topical files** containing collected materials closely related to the work of your office.
10. A set of all **published or duplicated materials** produced or promoted by your office.
11. Other SDA **published or duplicated materials** of documentary or informational nature.
12. All **audiovisual items** produced or promoted by your office.
13. Certain **financial reports** that provide year-end or summary type of information.

TOSS:

1. Routine **requests and acknowledgment** for catalogs, brochures, or other stocked items.
2. Routine **requests** for your office's services, **acknowledgments**, and **letters of appreciation**, except when letter also deals with more significant matters.
3. Routine or circular **memos** from other GC offices.
4. Routine **correspondence** dealing with travel plans.
5. Non-SDA **published or duplicated materials**, unless they have major impact on your work.
6. Many **financial records**, such as purchase orders, receipts, check requests, canceled checks, monthly financial statements, etc. Refer to your retention schedule.

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS

QUESTION: How can I decide what should be saved for the Archives and what should be thrown away?

ANSWER: Guidelines in "What To Keep? What To Toss?" have been prepared to assist both administrators and secretaries in knowing what records are of permanent historical value. Documents or correspondence that (1) deal with or explain policy, (2) give special counsel, (3) deal with administrative or personnel problems or (4) illustrate the *how* or *why* of your office's functions are of permanent value.

QUESTION: We have some very old records and I feel I should go through them to condense and "weed" them before sending them to the Records Center, but I don't have time and I don't know what to take out and what to leave in.

ANSWER: A Records Center staff member can assist you in carrying out proper sorting procedures; however, it is better to transfer files the way they are than to "weed" without the proper background, possibly destroying potentially valuable records. Please call the Records Center, 1-301-680-5031 or chiomentip@gc.adventist.org, if you have any questions or need help.

QUESTION: Shouldn't the head of the department go through the files before they are transferred to the Records Center?

ANSWER: Usually not. Those who have been working with the records may not have the objectivity to evaluate their future archival value. Professional archivists state that the selection of records for historical preservation must be handled by the archivist. The Archives and Statistics Committee also has guidelines for preservation of records.

QUESTION: Shouldn't we save out sensitive records?

ANSWER: **No.** The only criterion for "saving out" records is the frequency of need to refer to them. If you refer to them once a month or more do not transfer them to the Records Center. Sensitive records should be discussed with the Archivist and clearly marked or listed, but they **must not** be removed from their place in the file prior to transfer. The Records Center staff will remove them later. **No other office has access to your records without your permission for at least ten years.** Remember, **all** material produced in the line of work at the General Conference belongs to the organization. You do not have the freedom to hold back or destroy **anything** of this kind without prior authorization from the Archives and Statistics Committee.

QUESTION: What assurance do we have that private and/or sensitive materials will not fall into the wrong hands?

ANSWER: Until material is at least ten years old, it is kept in the Records Center. **ONLY** the office that placed it there will have access to it. Your records will receive the same care as those from Presidential or Secretariat.

GUIDELINES FOR PRODUCING, FILING, & TRANSFERRING COMMITTEE MINUTES

Producing Minutes:

- 1. Always be consistent in using the official name for your committee.**

Do write: Education Textbook Planning Committee

Do not write: Textbook Planning Committee

GC Textbook Planning Committee

Instructional Materials Planning Committee

Committee on Educational Textbooks.

Although you may be aware that these are all the same committee, someone else may not be sure. In the Archives, committee minutes are arranged alphabetically. In the above example, the same committee might incorrectly appear under T, G, I, or C.

- 2. Ad hoc committee minutes should show to what standing committee, department, or administrative group they are reporting.**
- 3. Always follow the same format.**

You may want to use Secretariat's "Editing and Typing Style Manual." It covers such things as standard abbreviations, acronyms, capitalization, footnotes, indentations, and outlining, margins, punctuation, etc.

When you are away for vacation, etc., leave a sample copy if your replacement will have to type minutes for you.

- 4. Use some type of consecutive numbering.**

Purpose: To help verify the completeness of a set of minutes. This can be done in any or all of the following ways:

Consecutive page numbers, starting over with page one each year or continuing indefinitely.

Consecutive actions, including the year (88-01, 88-02, etc.) and perhaps the committee initials (BHE 88-01).

Consecutively numbered meetings (Fifty-first Meeting of the American Temperance Society), although this will not indicate any missing pages.

Filing Minutes:

1. **File all minutes in a separate drawer or section of drawer. Minutes should not be filed with correspondence or topical files.**
2. **Do not file minutes of related committees in the same folder.** For example, if a committee has several subcommittees, the minutes for each subcommittee should be in a separate, appropriately labeled, manila folder, but they could all be in the same hanging folder with the main committee.
3. **Minutes of different boards and committees from a GC institution should not all be filed together in a single folder.** Institutions usually have a number of different committees, the minutes of which should be kept separate. Loma Linda University, for example, produces the following separate series of minutes:

Loma Linda University Board of Trustees
Academic Affairs Subcommittee of Loma Linda University Board
of Trustees
Audit Committee of Loma Linda University Board of Trustees
Loma Linda University Executive Committee
Loma Linda University President's Committee
Loma Linda University Budget, Finance and Planning Committee
Loma Linda University Constituency Meeting

LLU Medical Center, Loma Linda Community Hospital, and Loma Linda University are separate institutions, and their minutes should be filed separately.

4. **File minutes and corresponding backup items for each meeting chronologically, from the front, with the most recent minutes at the back.** Sometimes important backup comes attached to the agenda. The agenda can be discarded, but attached backup should be filed following the corresponding minutes.
5. **Related correspondence and other miscellaneous materials may be filed with minutes but should be kept in separate folders.** Routine notices of committee meetings, agendas, or insignificant letters accompanying minutes when they are sent can be discarded.

Transferring Minutes:

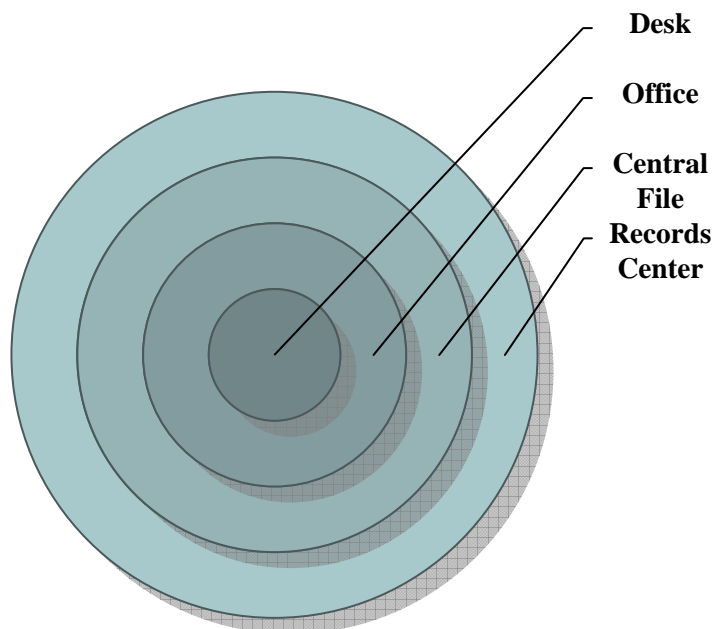
1. **If you produce minutes for a committee,** please file an extra set and send it to the Records Center at the end of each year, when you send other annual records, such as correspondence. Minutes may be sent to the Records Center in electronic form, usually in the PDF format.

2. **Your official set of minutes**, containing corrections and backup materials, should be transferred to Archives when you no longer need them for frequent reference, usually after five or six years. Minutes sent in electronic form should be sent annually.
3. **Minutes not produced by you** should all be transferred to the Records Center when no longer needed for frequent reference, usually after two or three years.

CENTRAL RESOURCE FILING

Departments can utilize filing space more efficiently by eliminating duplicate filing of some kinds of general records. Each department is encouraged to set up a central resource file to relieve individual offices of the need to maintain separate files which may duplicate each other.

In a paper based filing system the frequency with which records are used determines the need for their proximity to the user. Records which are used daily should be in a drawer of the workstation or desk, while those that are needed weekly or monthly can be kept in filing cabinets in the office. Records that are referred to only two to six times a year, particularly those of a resource nature, can be most efficiently maintained in the departmental central resource files. When records reach the stage where they are not needed for reference more than once a year, they should be stored in the Records Center.



The following is a suggested list of types of general records that could be included in a departmental central resource file:

1. Minutes of committees that more than one on the staff are members of.
2. Newsletters and other publications from divisions, unions, institutions, non-SDA organizations, etc.
3. Department- or service-related financial statements, such as PPPA and R&H for Publishing Department.
4. Publications of the department or service.
5. Resource material that could be useful to more than one staff member.
6. Bulletins, publications, and other routine materials from GC offices.
7. Catalogs produced by or related to department or service.
8. Departmental and general statistical reports.
9. Staff itinerary reports.
10. Computer users' manuals.
11. Other items unique to the department or service.

Instead of having these types of records coming to every office in the department, both money and space, as well as filing time, could be saved if each department received one copy for its central resource file and another copy (two or three for larger departments) to be circulated. The circulating copy could be stamped with the department name to remind users that it is not their personal copy.

This can also be done electronically with electronic documents or by scanning hard copy documents.

RETENTION CONSIDERATIONS

The following retention considerations presuppose a current records inventory and an accurate knowledge of the body of records on which a retention schedule is to be imposed.

Time: There are several major factors that determine the length of time a particular set or type of records (a record series) should be kept.

Permanent or indefinite: If it is already decided that a particular set of records is to be kept indefinitely, the only other consideration for that set of records is how and where to store them.

Regulations: Applicable Federal, State and even Municipal regulations establish the minimum time period a set of records **MUST** be kept. **NOTE:** a Statute of Limitation does not regulate the length of time a record is to be kept, it simply limits the time in which litigation can be brought for certain specific issues.

Business use: Often the time that is mandated by law is shorter than the time a record set needs to be kept for business purposes. In that case it is the best business practice that determines the length of the retention period of a record set. The best business practice is arrived at by briefly interviewing management and office personnel to determine usual frequency of use for a record set, and determining the cost and/or level of exposure to the organization if the records can or can not be produced when requested. For most record sets it is not necessary keep them to cover every possible record request.

Legal holds: Any records that have been subpoenaed, any records for which there is knowledge of impending litigation, or any records for which there is even reasonable suspicion that there will be litigation must not be destroyed. After the close of the litigation the records may then be reevaluated for purposes of retention.

Storage: The storage medium and location are largely determined by the following issues:

BUSINESS USE

Frequency of retrieval: Frequent retrieval and refilling would call for keeping files close by or even kept in digital form on line.

Need for wide distribution: Records can be distributed quickly and economically when they are kept in digital form.

Length of storage: The long-term storage requirements of records can best be met by paper or microforms (microfilm/microfiche). These media are stable when properly preserved and are not dependent on technology to read. However, there are storage and distribution issues with these media that can be a negative. Electronic records solve retrieval, space,

and distribution issues, but their negatives are instability and the rapid change of technology. Electronic records have an effective life span of 5 to 7 years before they must be migrated to new media if they are to be retained.

Budget: Retaining records in any form and for any length of time will incur a cost. It is up to the organization to determine the most efficient use of its resources when maintaining its records. Keep in mind that costs include personnel, retrieval time, document preparation, storage space and storage medium, as well as the potential costs involved in litigation or noncompliance issues.

Paper: Costs: printing, distribution, average to slow retrieval time, and storage space. In some cases it may cost less to store paper in commercial storage than it does to microfilm it.

Microfilm: Costs: document preparation, filming, distribution, average to slow retrieval, and some sort of reader printer. Storage space is 98% less than paper.

Electronic records: Costs: document preparation, quality control, indexing, computer work stations and servers, and periodic record migration.

RECORDS RETENTION SCHEDULE

The purpose of a records retention schedule is to plan in advance how and when to dispose of all the records produced and used in your office. The schedule lists different types of records, how many years they are to be kept in your office, how many years they are to be kept in the Records Center, and whether they should eventually be preserved (electronically, in hard copy, or microform), or destroyed.

The most obvious reason for disposing of unnecessary records is the space savings. The more unnecessary records that are kept the less efficient the retrieval of the necessary records will be--not to mention that storage space is at a premium and at a cost. Another less obvious reason to have a retention schedule is that an organization's records are subject to discovery if the organization is sued. The courts have no quarrel with information that is disposed of in the normal course of business (i.e. according to an established retention schedule). However, they look very unfavorably on organizations that dispose of their records in a haphazard way, the assumption is that information is purposely being withheld.

The development of a records retention schedule is the joint effort of the department or service and the records manager. The records manager will suggest time periods, but it is up to the originating office to develop a schedule that suits its needs.

The chart presented below is an example of an elementary records retention schedule. The Records Center staff can prepare a more detailed schedule for your department or service. See Appendix for a generic retention schedule and sample records inventory and retention schedule forms.

Record or File Type	In Office (Years)	In Records Center (Years)	Disposition
Correspondence	2 - 3	7	Permanent
Topical / Subject Files	Life in Office + 2	10	Permanent
Minutes	3	10	Microfilm
Check Requests	5		Destroy
Promotional Material	Life in Office	As Produced	Original

RECORDS RETENTION SCHEDULE

General Conference of Seventh-day Adventists

(Department/Service/Office)

(October 17, 2006)

Approval: Department/Service/Office: _____

GC Archivist: _____

Unless otherwise noted the agreed upon retention periods listed below will be carried out without further notice.

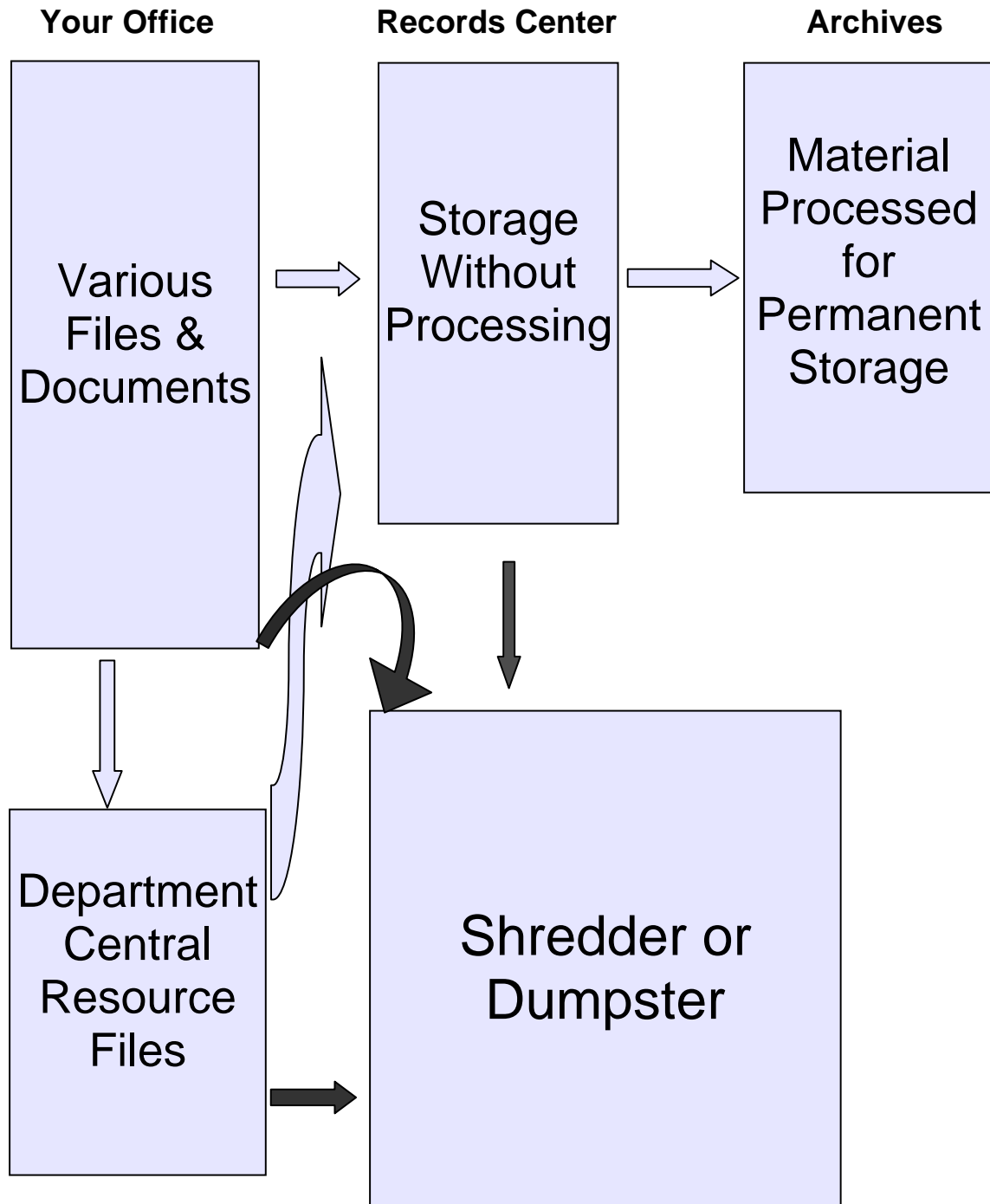
Type of Record or File	Retention Period		Disposition	Remarks
	Office	Rcd Ctr		



In The Records Center

DISPOSITION OF RECORDS

The diagram below illustrates the disposition of your records after they are no longer needed in your office for frequent reference.



As you can see from the diagram on the previous page, most records have a definite life after they leave your office. The Records Retention Schedule form shown earlier states, "Unless otherwise noted the agreed upon retention periods listed below will be carried out without further notice." However, just as your word processor doesn't let you delete large blocks of material without some sort of confirmation, we also prompt you before any of your files are destroyed. In order for files to be destroyed they must be listed on a destruction form (see below) that carries the signature of your department head or records coordinator and the GC Archivist.

Agreement to Destroy Records

General Conference of Seventh-day Adventist Records Center

Division, Department, Service, or Office:	Division/Departmental Representative
	(Signature)
Date Prepared	General Conference Archivist
	(Signature)

According to approved records retention schedules and/or the opinion of the General Conference Archivist, the item(s)/record(s) described below have no potential historical value and may now be destroyed. The departmental signature above signifies that these items have no further administrative, legal or fiscal value for the stated division, service, or office.

Quantity	Description of Records

Destroyed by: _____ **Date:** _____

TYPES OF RECORDS TO BE TRANSFERRED TO THE RECORDS CENTER

1. Published Materials (produced or collected)
 - a. books
 - b. brochures/leaflets
 - c. bulletins
 - d. manuals
 - e. periodicals
 - f. promotional items
2. Unpublished Materials (produced or collected)
 - a. case or reference files
 - b. correspondence
 - c. dissertations and study papers
 - d. financial records
 - e. histories
 - f. itinerary reports and other kinds of reports
 - g. minutes
 - h. planning records
 - i. subject or topical files
 - j. syllabi and related records
3. Audio-Visual Materials (produced or collected)
 - a. slides
 - b. photographs
 - c. tapes--cassette, reel to reel, etc.
 - d. motion pictures
 - e. filmstrips
 - f. overhead projector transparencies
 - g. phonograph records
 - h. video cassettes
 - i. DVD's
 - j. CD's
4. Data Processing Records
 - a. flash drives
 - b. magnetic media

This list is not meant to be all inclusive, but it will give you an idea of the types of records that should be preserved in the Records Center and Archives.

TRANSFERRING RECORDS TO THE RECORDS CENTER

Timing of Transfer

1. **Published or duplicated items:** Develop a procedure for saving a sample of **ALL** items as they are produced and send them to Archives at the end of each year.
2. **Annual files:** The records retention schedule will indicate when records subject to annual cut-off, such as correspondence or minutes, should be transferred to the Records Center. Transfer only **complete** sets.
3. **Subject, topical, reference, or case files:** This kind of record will probably never be ready for transfer in its entirety. As individual folders or portions of the file group are no longer needed for reference they may be transferred at the end of the year, along with annual records.
4. **Old materials:** Historical materials, published or unpublished, along with any other old records that should have been transferred earlier, should be transferred as soon as possible.

Method of Transfer

1. The Records Center requires that you transfer a complete alphabet or file section at one time. **DO NOT SEND RECORDS PIECEMEAL, ONE OR TWO FILES AT A TIME.** The records will be easier for us to find and, therefore, more useable for you when you need to retrieve them.
2. Select the files to be transferred. Place in well-marked manila folders. **DO NOT USE HANGING FOLDERS. BOXES CONTAINING HANGING FOLDERS WILL BE RETURNED!**
3. Acid-free records storage boxes are available from the Records Center.
4. Fill boxes snugly but not tightly. A box need not be completely full before it can be transferred; however, see 1 above.
5. Completely identify the contents of each box on an Office Inventory Transfer Form (sample next page) and place it on top of the material inside the box.
6. If several boxes are in sequence, number the boxes lightly in **pencil**. **Do not use pen or felt markers on the box or tape anything to it.**

Sample Office Inventory Transfer Form

**GENERAL CONFERENCE / NORTH AMERICAN DIVISION
RECORDS CENTER**

OFFICE INVENTORY TRANSFER FORM

NOTE: Before transferring anything to the Records Center, please consult the Records Management Manual, available from your records coordinator. Pay special attention to the directions found in the sections entitled, "What to Keep? What to Toss?" and "Transferring Records to the Records Center." Please note that **HANGING FOLDERS MUST BE REPLACED BY LABELED MANILA FOLDERS.** Loose papers **MUST** be in labeled folders.

Complete this form as accurately as possible for **EACH** box. If there are any items that need special notice, note them at the bottom of this form. Separate detailed descriptive sheets are welcome. More accurate and detailed descriptions, make for more accurate and speedy retrievals.

Lay this completed form inside the box on top of the records. **DO NOT MARK THE OUTSIDE OF THE BOXES.** The boxes are acid free and are purchased from Archives departmental funds. Boxes are considered departmental supplies and are occasionally reused in AST. **Please do not use the boxes for anything other than their intended use.**

Send a Parcel Transfer Request slip to Plant Services to have the boxes brought to the Records Center.

Originating Department or Service _____

Originating Office (i.e. person who caused file to be made) _____

Type of File(s)* _____

Year(s) included in the records _____

Alphabet/Range _____ to _____

Box _____ of _____

Today's Date _____ Your Name _____

Description:

Any items that need special attention by Records Center/Archives staff?

*Types of records included: correspondence, case files, reference files, subject files, minutes, reports, publications, etc.

ACCESSIBILITY

Records stored in the Records Center are available **ONLY** to the department that placed them there. No one will have access to them for a minimum of 10 years from the date of their creation without the permission of the originating department's director or records coordinator.

Unless otherwise specified, after the period of time designated on your department's record retention schedule (such as 10 years), the records that are scheduled to be preserved in the Archives will be processed and placed in the permanent collection. From that time on they will be available to any authorized person, governed by the access and availability policies of the Archives. Access will be through the Archives staff only.

RETRIEVAL PROCEDURES

Only the Records Center and Archives staff can give you access to the vault where your records are stored.

To secure access to any of your department's records call or send an e-mail to the Records Center. You may designate a single folder, a box, or a series of boxes. The Records Center staff will then retrieve the records for your use.

If you have access to a list of your records and can give the Records Center staff a box number or other specific identifier, your request can be filled quickly and accurately. Immediate service is sometimes available if the request does not involve a prolonged search. However, regular requests for immediate service are not fair to other departments and will slow down service to everybody. Please do not request immediate service unnecessarily.

A copy of records stored electronically can in some cases be sent to your office via the network, eliminating the need to visit the Records Center and speeding up access.

We suggest that you use the material in the Records Center and Archives area when possible. However, provision can be made for the material to be taken to your office. Records can also be reactivated if it becomes necessary to keep them in your office. Just inform the Records Center staff of this need and it can be arranged.

The security of all files and the integrity of their contents are the responsibility of the department while they are withdrawn from the Records Center. However, the Records Center staff will place your records in the vault overnight and return them to you the next morning if you desire.

TRANSFERRING/TERMINATING EMPLOYMENT

When your service in your current position is finished, whether you are transferring to another department, retiring, or leaving your position for any other reason, please remember that the files you created are the property of the church. (See **BA 70 20 Ownership of Records** in the *GC Working Policy*, also on page 5 of this manual.) Not only is this church policy, but it is common courtesy to those who must rely on your records in the future.

Check with your department head or the departmental records coordinator to help you decide what records need to stay in your department and what records should be transferred to the Records Center. Also, note that exempt employees must get a signature from the Office of Archives and Statistics on the Human Resource Services exit form before a final check will be issued.



In The Archives

DESCRIPTION OF THE ARCHIVES

The General Conference Archives is the officially designated depository for all types of records that have administrative, historical and cultural value to the Seventh-day Adventist Church, its leaders and researchers, particularly materials produced by or collected by the General Conference as an institution. Storage is in acid-free boxes of various sizes in the fire-protected vault, a clean, secure area managed by the Archives and Statistics staff.

Records of all types are stored for the offices of the General Conference in the Records Center. After ten (10) years, the records are evaluated. Those considered to have permanent value are transferred to the Archives. The Archives contains denominational minutes, reports, financial statements, documents, correspondence and publications, some of which date from the church's founding in 1863. It also houses a microfilm edition of Millerite and early Adventist materials.

The Archivist works under the direction of the Archives, Statistics, and Research Committee.

DESCRIPTION OF ARCHIVES HOLDINGS

Archives holdings require more than one mile of shelves. They include: **administrative records** of General Conference officers, departments, bureaus, associations, services, institutions, administrative and legal bodies, and SDA professional groups; **personal collections** of former General Conference staff or others who have made contributions to the church; one of the largest and most complete collections of **English-language periodicals**; **published records**, which include several hundred monographs, department and service publications, brochures, and a large number of pamphlets; and **audiovisual materials**, such as photographs, films, slides, tape recordings, videotapes, and evangelistic and prophetic charts. The history of the "White Coat Project," the Pitcairn records, the minutes of the Foreign Mission Board, and a complete set of "Tape of the Month" cassettes are just a few interesting examples of Archives holdings.

RESEARCH USE OF ARCHIVAL FILES

1. A responsible researcher may read, take notes and request copies of material fifty (50) years old and older, whether these materials have been reviewed by an Archives staff member or not. Photocopies will be reviewed by an Archives staff member.
2. He or she may read, take notes and request copies of materials from thirty (30) to fifty (50) years old. The Archives staff member will read the researcher's notes and will release photocopies after review.
3. A researcher who has a justifiable need to see material less than thirty years old will need to secure permission from the office of origin. Otherwise, the procedures will be the same as for the 30- to 50-year-old material.

MATERIAL THAT MAY BE RESTRICTED

In addition to what the office of origin states should be restricted, material to be restricted falls into three general categories:

1. **Administrative Problems:** Generally, materials containing reference to and descriptions of administrative problems and theological differences are not restricted. However, some more recent files, up to 15 years old, may require temporary restrictions if the administrators concerned are still in active service or if the problem has remained especially sensitive. Such restrictions are kept to an absolute minimum.
2. **Moral Faults of Individuals:** References to mismanagement of funds, dishonesty, marital infidelity, indecency, etc., will be restricted. Often the restriction can be accomplished by the deletion of names and other identifying phrases.
3. **Political Comments:** References to national or international matters that tend to criticize governments or suggest disloyalty are restricted.

SPECIAL VALUE OF SDA HISTORY

The information contained in the extensive resources of the Archives frequently aids church administrators in their work today. In recent years the Archives staff has been asked by various GC offices to investigate such topics as:

- * the 1888 General Conference Session in Minneapolis
- * history of the proposals for black unions
- * women and ministry in the SDA Church
- * the initial establishment of the North American Division in 1913 and its subsequent termination
- * the SDA response to various past financial crises

Archives sources have also been useful in such diverse projects as verifying service records for church employees, discovering long-lost family members, assisting in the preparation of a postage stamp commemorating early SDA missionaries to the Cook Islands, providing a recording used in George Vandeman's story of Desmond Doss, and writing the history of a local church.

"Again and again I have been shown that the past experiences of God's people are not to be counted dead facts. We are not to treat the record of these experiences as we would treat a last year's almanac. The record is to be kept in mind; for history will repeat itself." (Ellen White, Letter 238, 1903, pp. 3-4, to Arthur G. Daniells, November 1, 1903).

"In reviewing our past history, having traveled over every step of advance to our present standing, I can say, Praise God! As I see what the Lord has wrought, I am filled with astonishment, and with confidence in Christ as leader. We have nothing to fear for the future, except as we shall forget the way the Lord has led us, and His teaching in our past history." (Ellen White, *Life Sketches*, p. 196).

Through a study of history we can see how the Lord has led this Church. Tomorrow's history is only available for study as it is saved today. The Archives is where history is stored; so join us in saving tomorrow's history today.

Appendix

A 474

A 371

NATIONAL BUSINESS ARCHIVES INC.
MD.410-792-8971
D.C.301-470-2226

NUMBER/BOX NUMBER LABEL

REQUEST LABEL

PEEL AND PLACE LABEL HERE
NEW BOX LABEL

NBA USE ONLY

DESTRUCTION/PERMANENT REMOVAL LABEL

A 475

NBA USE ONLY

A 372

A 373

A 716

Records Inventory Procedures

Sample: Inventory Procedures:

1. Interview with department head or designee. (30 to 45 minutes.)
 - Review procedures.
 - Choose an inventory form that is appropriate to needs.
 - Ask to work with a specific person for this project.
2. Customize inventory form to meet departmental needs. (To be completed in 2 to 3 working days.)
3. Deliver inventory form to departmental contact, and arrange for 10 to 15 minute meeting to explain the form to the departmental staff (if such a meeting is desired).
3. Each staff member fills out one form for each record type he/she works with in the office. (Relevant information would include the name of the record type, how it is used, how it relates to other records, how long it is to be kept, and its level of security.) (To be completed in 2 to 3 weeks.)
4. Record inventory forms collect and returned to Archives.
5. Inventory forms collated and information put into a draft records retention schedule by Archives. (To be completed in 2 weeks.)
6. Draft retention schedule reviewed and edited by department management. (To be completed in 1 week.)
7. Department management to meet with Archives to put retention schedule into final form, pending review by Office of General Counsel. (approximately 1 hour)
8. On approval of legal counsel the retention schedule becomes official until there is a further revision.

Assuming that a department has approximately 20 record types to describe and that filling out an inventory form would take 5 minutes to fill out, the process of inventorying the records and approving a retention schedule would only cost the department a total of 5 man-hours over a period of 36 working days. (Add another 3 to 4 man-hours if the department is called together for 15 minutes as described in step 3.)

RECORDS RETENTION GUIDELINES

It is not possible to have a credible records retention schedule without knowing what records exist. Therefore it is necessary that a records inventory be done before establishing a retention schedule. The inventory should include the office or business entity to which the retention schedule is meant to apply.

Procedures

To create or update a retention schedule:

1. Contact the records manager for assistance.
2. Inventory all current records (including all media types) maintained in the office or business entity to which the retention schedule is to apply.
3. Create a master list of record types and draft a preliminary retention schedule.
4. Determine retention periods on the basis of legal, administrative, and historical value.
5. Obtain approval from relevant areas with oversight responsibility (i.e. IT, finance, or legal).
6. Publish and follow the retention schedule.
7. Review the retention schedule at regular intervals (i.e. annually, biannually, etc.).

Notes

1. National and local regulations where applicable describe minimum record retention periods.
2. Regardless of minimum retention periods, all records shall be kept until required audits are completed.
3. Records shall be kept beyond the listed retention period if litigation is in pending or in progress. The records manager **MUST** be notified of any pending litigation that would require records be retained beyond their normal scheduled disposition.
4. After the specific retention period for any record (paper or electronic) has been reached, the record will be destroyed consistent with appropriate, agreed upon procedures.
5. Destruction of records is permitted in accordance with law only after expiration of the retention period on the approved retention schedule.

Electronic Records

Records retention is based on legal requirements and best business practices, not on the medium on which a record is stored. Therefore it is necessary to give consideration to how records are to be retained when they are created and used on a medium that may not last for the duration of the retention period of a particular type of record.

Notes

Simply deleting an electronic record does not constitute the destruction of that record.

Electronic media should be electronically wiped, and in many cases the medium on which the record resides must be destroyed as well.

2. A record is not considered destroyed as long as there are known copies or drafts of that record that have not been destroyed.

Scanning & Microfilming

Scanning and Microfilming have two different purposes. Scanned documents are easy to retrieve and distribute. Microfilmed documents are not retrieved often, and are retained for long periods of time. However, what both processes have in common is significant to records retention. Both scanning and microfilming take records that are in hard copy and change their format, reducing their volume and making storage of those records more efficient. Both processes require planning, document preparation, process documentation, and quality control to assure that the product of the documents that are scanned or microfilmed are the same as the original hard copy documents.

Procedures

1. Create a statement declaring that the office or business entity scans/microfilms (be specific in your statement whether you scan or microfilm) its records (or a specific record series or type) regularly in the normal course of business and that the original hard copy is destroyed as a matter of policy. With microfilm certificates of authenticity can be used for the same purpose.
2. Have the statement reviewed and endorsed by top management (an officer of the organization or administrative committee), legal services, and someone from Information Technology (for scanned records).
3. Establish procedures and documentation for scanning/microfilming.
4. Establish auditing and quality control procedures and documentation.
5. Retain all your policy, procedural, and audit documentation for the full retention period of the scanned/microfilmed records.

Note

When establishing a scanning system or procedure, it would be advisable to retain hard copy for a specified amount of time until satisfaction with the scanning system can be assured.

E-mail

Since a great deal of business is transacted via e-mail, e-mail contains records that belong to the organization and are subject to the same retention regulations that govern any other similar non-e-mail records. Below are two sample e-mail policies suggested as guidelines by ARMA International (Association of Records Managers and Administrators) and SAA (Society of American Archivists).

Sample: 1

The electronic mail system is owned by the organization, and it is to be used for church business. Occasional use of the system for messages of a personal nature will be treated like any other message. The organization desires to respect the right to privacy of its employees and does not monitor electronic mail messages as a routine matter. However, it reserves the right to access them view their contents, and track traffic patterns.

Sample: 2

When using electronic mail the message created or used may or may not be a record. When it is designated as a record, it is subject to the records retention policies of the organization. Within the organization each person is responsible for controlling records according to the records management policies and when an e-mail message is considered a record it falls into this category.

BASIC RETENTION SCHEDULE

for Seventh-day Adventist Organizations
(See Working Policy BA 70)

The following retention schedule for the General Conference and other organizations provides a basis for adequate and consistent preservation of denominational records.

Since this retention schedule cannot cover every situation, each organizational unit is encouraged to adapt it to fit local needs.

PRINCIPLES OF RECORDS RETENTION

Security. From the moment they are created important files and documents should be kept secure from theft, tampering, and loss by fire or flood. Irreplaceable documents should always be stored in locked fireproof filing cabinets, safes, or vaults (strong rooms).

Office Use. The second column in the tables that follow shows the suggested length of time for a record or file type to be kept in the office. Since office storage is usually less secure than records center storage, extra care should be taken during these first years of a document's life.

Records Center. A records center (third column) is simply a designated records storage area where important papers, files, documents, and other textual, photographic, and magnetic records are stored after they have become non-current in terms of office use. It may be a locked, fireproof filing cabinet, a small closet with fireproof door, a safe, or a vault. Ideally, access to the records center should be strictly limited to prevent unauthorized or unrecorded withdrawals.

A records center may be used for the permanent or archival storage of all materials that are designated for permanent preservation, whether in their original form, as photocopies, or in microfilm. Some organizations arrange for such records to be stored separately in an archives where in time historical research and cultural use can be promoted.

KEY TO ABBREVIATIONS

A	Until Audited
An	As needed for ongoing work. Not to be sent to the Records Center except under special conditions
Ap	As produced or when distributed
C	Photocopy or similar type of reproduction
D	Discard
L	Useful life in the office. Until no longer referred to on a regular basis.
M	Microform permissible -- film, fiche, COM
Os	Selected original copies will be kept
P	Permanent preservation
R	As required by law (statutes of limitation)
S	Until superseded or noncurrent
Sh	Shred
—	None, zero, nothing
I	Immediately or soon after publication or issuance
Numbers	Time period in years for retention of the various types of records

Note

An "M" for microforms implies the destruction of the original. In some cases, some originals may be preserved for general historical reasons and placed in the General Conference Archives or one of the Heritage Rooms such as the ones at Andrews and Loma Linda Universities and Oakwood College.

An "Os" implies that non-selected material may be destroyed.

An "L" means that the records are to be kept, intact, in the office of origin for as long as the records are referred to. When the records are no longer in current use, they are to be transferred to the Records Center. This usually applies to reference files and case files which are built up over a number of years and referred to as the need arises. Once records are transferred to the Records Center, the office of origin still has access to them and can withdraw the records if the need arises.

A "P" means that the records will be preserved indefinitely in the Records Center.

CORPORATE AND ORGANIZATIONAL RECORDS

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Corporate Papers	L	—	C	—
Corporation/Association Minutes	10	—	P	—
Property Records	L+2	—	P	—
Contracts, Construction	L	7	P	—

STATISTICAL RECORDS

Field Reports (Forms S_3 and S_4)	2	0	P	—
Financial Statement Summaries (Form F_49)	1	0	P	—
Financial Summaries and Reports such as F_50s as F_50s	5	5	P M	— Sh
Statistical Reports	L	0	C M	— D

BOARD AND COMMITTEE MINUTES

Executive Committee-- Division, Union, Conference/Mission	3	7	P	—
Officers' Group	3	7	P	—
Standing Committees	10	—	P	—
Ad Hoc Committees	L	—	P	—

GENERAL FILES

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Correspondence				
General Conference, Divisions, and Union Conferences				
Administrative	2	13	P	—
Non-administrative	2	13	Os	—
			M	D
Correspondence				
Local Conference				
Administrative	2	8	P	—
Non-administrative	2	8	Os	—
Case Files	L	10	P	—
Reference Files	L	10	Os	—
Publications and Audio Visual Productions originated by Department or Service	L	Ap	P	—
Reports	L	10	Os	—
Manuals, Bulletins, Brochures, Leaflets, Promotional Items	L	Ap	P	—
Editorial Material	An	0	—	D
Data Processing Records				
Original (long term value)	L	3	P	—
			M	D
Interium	L	0	—	D

ACCOUNTING RECORDS

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Accounts Payable Invoices	2	4	—	D
Audit Reports	2	4	M	Sh
Bank Statements & Reconciliations	2	4	—	D
Budgets	2	2	—	D
Building Records	L	5	—	D
Capital Asset Records	L	5	M	D
Cash Receipts	2	4	—	D
Check Register	2	4	M	D
Checks, General (Cancelled)	2	4	—	Sh
Checks, Payroll (Cancelled)	2	2	—	Sh
Deposit Books and Tickets	2	0	—	D
Equipment Records	L	5	—	D
Expense Reports	2	3	—	D
Financial Statements, Interim	2	—	—	D
Financial Statements, Audited	3	2	M	Sh
Hospitalization Coverage Records (Refer to Risk Management Service)	L+10	—	—	D
Insurance Policies	L	6	M	D

ACCOUNTING RECORDS Continued

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Ledgers				
Accounts Payable	2	8	—	D
Accounts Receivable	2	8	—	D
General	3	7	M	D
Subsidiary	2	8	—	D
Note Register/File	L	2	—	D
Payroll Registers	2	3	—	D
Purchase Orders (original only)	2	4	—	D
Receipts	2	2	—	D
Reconciliations, Organizational Accounts	2	4	—	D
Sales Invoices	2	4	—	D
Tax Records	3	R	M	D
Trial Balances	A	—	—	D
Vouchers, Journal and Check	2	4	—	D

AUDITOR'S RECORDS

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Correspondence	2	3	Os M	Sh
Work Papers	2	18	P M	Sh
Special Audits	2	18	P M	Sh

INVESTMENTS AND SECURITIES RECORDS

Confirmation Tag Summaries	10	—	P	—
Confirmation Tags	10	—	—	D
Security Register Cards	20	—	P	—
Security Evaluation Worksheet	20	—	P	—
Quarterly Reports to Unit holders	—	—	C	—
Investment Counselor Recommendations	5	5	—	D
Investment Counselor Quarterly Evaluation Report	5	5	P	—
Bond and Stock Powers	5	—	—	D
Stock and Bond Guide (Monthly)	10	—	—	D
Stock and Bond Guides (Annual)	10	—	—	D
Securities Ledger	7	3	M	D

TRUST SERVICES RECORDS

Wills	S	5	—	Sh
Revocable Trust Agreements	S	5 (#)	—	Sh
Irrevocable Trust Agreements	L (&)	5_7 (*)	—	Sh
Life Income Agreements	L (&)	5_7 (*)	—	Sh
Annuities	L (&)	5_7 (*)	—	Sh

(&) In Fireproof, secure storage

(#) Should be held until it is determined there is no pour_over will connected with the trust

(*) According to applicable statutes of limitations

PERSONNEL RECORDS

Record or File Type	In Office	Records Center	Type of Archival Preservation	Method of Destruction
Employee Earning Record	2	2	M	Sh
Employee's Monthly Time Record	4	—	—	D
Vacation Request	3	—	—	D
Sick Leave Request	3	—	—	D
Personal Service Record	S	—	Transfer to next Organization	
Personal Service Record (Copy)	P	—	—	—
Payroll Cards	P	—	M	Sh
Personnel Individual Folders	S+6	—	M	Sh
Biographical Information Blanks	S+6	—	P	—
Correspondence	2	8	Os M	— D
Application Blanks (non-employee)	3	—	—	D

RECORD GROUP LIST

ARCHIVES AND RECORDS CENTER

GENERAL CONFERENCE OF SEVENTH—DAY ADVENTISTS

SUMMARY

0 to 10	Administrative and Legal Bodies
11 to 20	Presidential and Related Units
21 to 30	Secretariat and Related Units
31 to 45	Treasury and Related Units
46 to 70	General Departments or Offices
71 to 130	Bureaus, Associations, Services, etc.
201 to 250	Early Mission Units
251 to 300	General Conference Institutions
400 to 499	Seventh—day Adventist Professional Groups
500 to 599	Monographs and Miscellaneous
600 to 699	Artifacts

Office of Archives and Statistics
May 1991

0 to 10

Administrative and Legal Bodies

GCA000000	GC: General Conference Session
GCA000001	GC: General Conference Executive
GCA000002	GC: Administrative Committee (ADCOM)
GCA000003	GC: General Conference Assn (-1985)
GCA000004	GC: General Conference Corporation
GCA000007	GC: Mission Board (-)
GCA000009	GC: General/Historical
GCA000010	GC: General Conference Family
GCB000011	GC: Presidential

11 to 20

Presidential and Related Units

GCB000014	GC: Global Mission[Closed 2012: See RG 24](AM/GM)
GCB000015	GC: Theological Study Committees (2012 -)
GCB000016	GC: General Field Secretaries
GCB000017	GC: Biblical Research Institute (BRI)
GCB000018	GC: Ellen G White Estate, Inc
GCB000019	GC: Auditing Service (1914-)
GCB000020	GC: Office of General Counsel

21 to 30

Secretariat and Related Units

GCC000021	GC: Secretariat
GCC000024	GC: Adventist Mission (2005 --) (AM/GM)
GCC000025	GC: Committees (Standing and Ad Hoc)
GCC000026	GC: Office of SDA Membership Software (2012 -)
GCC000029	GC: Office of Archives, Statistics & Research
GCD000030	GC: IPRS International Personnel Resource Service

31 to 45

Treasury and Related Units

GCD000031	GC: Treasury
GCD000032	GC: TRIPS Transportation & International
GCD000033	GC: Retirement (-1990)
GCD000035	GC: Human Resource Services (1992-)
GCD000036	GC: Computer Service (1973-1981)
GCD000037	GC: Philanthropic Service (PSI)

46 to 70

General Departments or Offices

GCG000047	GC: Educational Corresponding Secretary
GCG000048	GC: Foreign Mission Board (1889-1903)
GCG000051	GC: Education (1901-)
GCG000052	GC: Public Affairs & Religious Liberty
GCG000053	GC: Publishing (1902-)
GCG000054	GC: Sabbath School (1901-1985)
GCG000055	GC: Health (-1980)
GCG000056	GC: Youth (1995-)
GCG000057	GC: Lay Activities (1966-1985)
GCG000058	GC: Ministerial Association (1985-)
GCG000059	GC: Temperance (1960-1980)
GCG000060	GC: Radio & Television (1954-1973)
GCG000061	GC: Public Relations (1954-1972)

GCG000062
GCG000063
GCG000064
GCG000065
GCG000066
GCG000067
GCG000068
GCG000069
GCG000070
GCG000180
GCG000181
GCG000182

GC: Stewardship (1995-)
GC: Communication (1973-)
GC: Health Ministries (1980-)
GC: Ministerial & Stewardship(1980-1985)
GC: Church Ministries (1985-1995)
GC: Adventist Chaplaincy Ministries
GC: Children's Ministries (1995-)
GC: Family Ministries (1995-)
GC: Sabbath School & Personal Ministries
GC: Trust Services (1995-)
GC: Office of Women's Ministries
GC: Adult Bible Study Guide

71 to 130

Bureaus, Associations, Services, etc.

GCH000072	GC: Foreign Mission Society (1869-1889)
GCH000073	GC: International Tract & Missionary
GCH000074	GC: International Sabbath School
GCH000075	GC: International Health and Temperance
GCH000076	GC: International Religious Liberty
GCH000077	GC: International Medical Missionary &
GCH000078	GC: Press Bureau (1912-1954)
GCH000079	GC: National Service Organization
GCH000080	GC: Adventist World Purchasing Service
GCH000081	GC: Council on Industrial Relations
GCH000082	GC: American Health & Temperance Society
GCH000084	GC: Relief Bureau (-)
GCH000085	GC: Central Educational Association
GCH000086	GC: International Medical Missionary
GCH000087	GC: Israel heritage Institute(-1964)
GCH000088	GC: Narcotics Education Incorporated
GCH000090	GC: Family Ministries (1975-1985)
GCH000091	GC: Audio Visual Service (-)
GCH000093	GC: Trust Services (1968-1995)
GCH000094	GC: International Health Foods (1988-)
GCH000095	GC: Christian Leadership Seminars
GCH000096	GC: Radio Commission (1936-1948)
GCH000097	GC: Information Systems Services (IHO)
GCH000098	GC: Adventist Review
GCH000099	GC: Adventist Chaplaincy Ministries
GCH000100	GC: Adventist Personnel Service
GCH000101	GC: Central Departmental Services
GCH000102	GC: Adventist World Radio (-)
GCH000103	GC: Office of Women's Ministries
GCH000104	GC: Home Commission (1922-1941)
GCH000105	GC: Hope Channel/Adventist Television Network ATN
GCH000106	GC: Rebek Memorial Library (IHO)
GCH000107	GC: In-House Operations (-)
ADM	Administrative Services
SHP	Shipping
DRV	Driver Service
EFS	Employee Food Service
FS	Facilities Services
MIC	Micrographics
SEC	Security (-)
GCH000108	GC: Telecommunications (IHO)

GCH000109	GC: Institute of World Mission
GCH083	GC: Adventist Risk Management
9.00	GC: Risk Management: General/Historical
11.00	GC: Risk Management: Presidential
GCH089	GC: ADRA - Adventist Development and
11.00	GC: ADRA: Presidential
25.00	GC: ADRA: Committees (Standing/Ad Hoc)
31.00	GC: ADRA: Finance
35.00	GC: ADRA: Human Resources
63.00	GC: ADRA: Communications
71.00	GC: ADRA: Programs

201 to 250 Early Mission Units

251 to 300 General Conference Institutions

GCI000251	GC: SDA Publishing Association 1861-1903
GCI255	GC: Battle Creek Sanitarium (1861-1908)
GCI261	GC: Review & Herald
9.00	GC: Review & Herald: General/Historical
12.00	GC: Review & Herald: General Manager
25.00	GC: Review & Herald: Committees
41.00	GC: Review & Herald: Book Department
42.00	GC: Review & Herald: Periodical Dept.
GCI262	GC: Andrews University
9.00	GC: Andrews University: Gen/Historical
25.00	GC: Andrews University: Committees
51.00	GC: Andrews University: Education
63.00	GC: Andrews University: Communication
GCI263	GC: Pacific Press Publishing Association
9.00	GC: Pacific Press Pub Assn: Gen/Hist
25.00	GC: Pacific Press Pub Assn: Committees
GCI264	GC: Oakwood College
25.00	GC: Oakwood College: Committees
GCI265	GC: Christian Record Service
9.00	GC: Christian Record Service: Gen/Hist
53.00	GC: Christian Record Service: Publishing
105.00	GC: Christian Record Service: Production
GCI266	GC: Southern Publishing Assn (1901-1980)
25.00	GC: Southern Pub Assn: Committees (NAD)
GCI267	GC: Loma Linda University
9.00	GC: Loma Linda University: Gen/Hist
11.00	GC: Loma Linda University: Presidential
25.00	GC: Loma Linda University: Committees
63.00	GC: Loma Linda University: Communication
GCI268	GC: Loma Linda Foods (1905-1989)
025	GC: Loma Linda Foods: Committees
GCI269	GC: Home Study International (HSI)
25.00	GC: HSI: Committees
30.00	GC: HSI: Registrar
31.00	GC: HSI: Treasury
GCI270	GC: Riverside Sanitarium & Hospital, Inc
25.00	GC: Riverside San & Hosp: Committees
GCI271	GC: SDA Theological Seminary
25.00	GC: SDA Theological Seminary: Committees

GCI272	GC: Voice of Prophecy
25.00	GC: Voice of Prophecy: Committees
GCI273	GC: Faith for Today/Lifestyle Magazine
25.00	GC: Faith for Today/Lifestyle: Committees
105.00	GC: Chrstn Lifestyle Mag: Program Prdctn
GCI274	GC: Geoscience Research Institute
25.00	GC: Geoscience Research Inst: Committees
GCI275	GC: Harris Foundation (1951-1988)
GCI276	GC: SDA Radio, Television, & Film Center
25.00	GC: Adventist Media Center: Committees
GCI277	GC: Washington Sanitarium & Hospital
25.00	GC: Washington Sanitarium & Hospital
GCI280	GC: It Is Written
105.00	GC: It Is Written: Program Production
GCI281	GC: Breath of Life
105.00	GC: Breath of Life: Program Production
GCI284	GC: La Voz de la Esperanza
105.00	GC: La Voz de la Esperanza: Prgm Prdctn
GCNMIN	GC: Non-General Conference Ministries
C01	NGC: Concerned Publications, Inc.
C02	NGC: Calvary Community Church
E01	NGC: Eternity Builders, Inc.
G01	NGC: Gospel Ministries International
H01	NGC: Hartland Global Evangelism Center
H02	NGC: Hope International
K01	NGC: Ken Klein Ministries
P01	NGC: Prophecy Countdown, Inc.
P02	NGC: United Prison Ministries
S01	NGC: Steps to Life Ministries
V01	NGC: Various Speakers

400 to 499 Seventh—day Adventist Professional Groups

GCP000402	GC: Association of SDA Nurses (ASDAN)
GCP000407	GC: Public Health Association of SDA (PHASDA)
GCP000408	GC: Association of Adventist
GCP000418	GC: Adventist Raido Network
GCP000420	GC: Association of SDA Librarians ASDAL
GCP000421	GC: Retirees' Affairs
GCP000422	GC: Association of Adventist Women
GCP000423	GC: Adventist Heritage Ministry (1981 -)/Adventist Historic Properties
GCP000428	GC: Adventist Broadcasters Association
GCP000430	GC: Adventist Society for Religious
GCP000432	GC: Association of Adventist Attorneys
GCP000433	GC: Washington Institute of Contemporary

500 to 599 Monographs and Miscellaneous

GCP000511	GC: Association of Adventist Forums (1967 -)
GCS000515	GC: Your Story Hour
GCS000516	GC: Maranatha Volunteers Interntl, 1989

600 – 699 Antiques, Artifacts, Books

Resources

General Conference

General Conference Web site: <http://www.adventist.org>
Records Center Web page: <http://www.adventistarchives.org/records-center>
Archives Web page: <http://ast.gc.adventist.org/default.asp>
Documents page: <http://docs.adventistarchives.org/>
Yearbook page: <http://www.adventistyearbook.org/default.aspx?>
Organizational Directory page: <http://www.adventistdirectory.org>
Statistics page: <http://www.adventiststatistics.org>

Archives & Records Management

ARMA International: <http://www.arma.org>
(Association of Records Managers & Administrators)
Metro Maryland Chapter of ARMA: <http://www.arma-metromd.org/>
Society of American Archivists: <http://www.archivists.org>
National Archives and Records Administration (US): <http://www.archives.gov>
National Archives (Australia): <http://www.naa.gov.au>
UNESCO Archives Portal: http://portal.unesco.org/ci/en/ev.php-URL_ID=5761&URL_DO=DO_TOPIC&URL_SECTION=201.html
AIIM: <http://www.aiim.org>

Disaster Recovery

Disaster Recovery Journal: <http://www.drj.com>
Disaster Recovery Journal, Sample Plans: <http://www.drj.com/new2dr/samples.htm>
Disaster Recovery World: <http://www.disasterrecoveryworld.com>
Disaster Recovery Guide: <http://www.disaster-recovery-guide.com>
Contingency Planning & Disaster Recovery: <http://www.disasterplan.com>

Electronic Records

Long Term Preservation: <http://www.interpares.org/book/index.htm>
Overview of Technical Approaches: <http://www.clir.org/pubs/reports/pub107/ibodeau.html>
Authenticity in a Digital Environment: <http://www.clir.org/pubs/reports/pub92/ontents.html>
Preserving Authenticity: <http://www.dlib.org/dlib/july00/eppard/07eppard.html>