



General Conference Model Retention Schedule July 2015

The following retention schedule for the General Conference and other Church organizations provides a basis for the consistent preservation of denominational records as mandated in General Conference Working Policy (BA 70 Retention and Safeguarding of Records).

This retention schedule, like any other general retention schedule cannot cover every situation. Therefore, each organizational unit is encouraged to adapt it to fit local needs. This does not supersede any government regulations or statutes of limitations.

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). Digital files should be regularly backed up and back-up copies stored on an off-site server.

Office/Current. This column represents 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. Digital records should be backed up, preferably to a local shared drive. In the absence of a shared drive, a USB drive or CD will suffice. Care should be taken that external media are not compromised, lost, or stolen.

Records Center/Migrate. A records center is a designated and secure records storage area where important papers, files, documents, and other textual, photographic, and magnetic records are stored after they have become noncurrent 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. For digital records stored on USB drives, CDs, or DVDs, the records and media may be stored in the same way as any other physical record. Digital records stored on hard drives should be stored on a shared drive and backed up on an off-site server. Records can be stored in the cloud, but security, ownership, disposition, and geographic issues must be satisfactorily resolved ahead of time. The same issues of security and restricted access apply to digital as well as physical records.

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

microform, or in a digital format. Ideally organizations will arrange for such records to be stored separately in an archive where in time historical research and cultural use can be promoted.

Records Management Methods. A General Conference publication, “Records Management Manual,” is available at <https://www.adventistarchives.org/records-center> (which also has a FAQ section) and is also available upon request from:

The Office of Archives, Statistics, and Research (ASTR)
General Conference of Seventh-day Adventists
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

Phone: (301)-680-5020

Fax: (301)-680-5038

Email: archives@gc.adventist.org

Retention Codes Key

A	Until audit requirements met
AN	As needed for ongoing work – does not go to Records Center
AP	As produced or when distributed
C	Photocopy or similar type copy
CE	Calendar Year-End
D	Discard
FE	Fiscal Year-End
L	Useful life in the office. Until no longer referred to on a regular basis
OS	Selected original kept
PE	Permanent preservation
R	As required by law (statute of limitations)
S	Until superseded or noncurrent
SCAN	Scan to Digital
SH	Shred/Wipe
--	None, Zero, Nothing
&	Keep in fireproof, secure storage
#	Hold until it is determined that there is no pour-over will connected with the trust
numbers	Time period in years for retention of the various types of records

Record Type	Office Current	Record Ctr. /Migrate	Archival Preserve	Destroy
-------------	----------------	----------------------	-------------------	---------

Corporation and Organizational Records				
Constitution and By Laws	AP	--	V/PE	--
Corporate Documents	AP	--	V/PE	--
MOU's, Agreements & Contract Files	AN	--	V/PE	--
Property Records	L+2/copy AP	--	V/PE	--
Organizational Chart	AN	5	PE	--

Board and Committee Minutes				
ADCOM Board Agenda & Minutes	AP	2	PE	--
Board Agenda and Minutes	AP	2	PE	--
Committee Agenda and Minutes	AP	2	--	--

Statistical Records				
Field Reports (Forms S-3 and S-4)	2	0	PE	--
Financial Statement Summaries (Form F-49)	1	0	PE	--
Financial Summaries and Reports (e.g., F-50s)	5	5	PE/SCAN	SH
Statistical Reports	L	0	C/SCAN	D

General Records				
Advisories/Presentations	AP	5	PE	--
Annual Report	AP	--	PE	--
Audit Reports (Final)	AP	--	PE/SCAN	--
Awards, Premiums and Giveaways	AP	--	OS	--
Branding (Corporate)	AP	--	PE	--

Brochures, Leaflets, and Booklets	AP	--	PE	--
Case Files	L+2	10	OS	SH
Correspondence - Directors/Officers	5	10	PE	--
Correspondence - General (day-to-day business)	5	10	SH	--
Correspondence - Staff	5	10	SH	--
Curricula	S	--	PE	--
Disaster/Emergency Preparedness	5	5	--	D
Equipment Records	L	3	--	D
Event Organization/Management	L	10	--	SH
Handbooks	L	5	--	D
Images and Graphics (Original)	AN	--	PE	--
Insurance Policies	AP/C	--	PE	--
Logos and Trademarks	AP/C	--	PE	--
Mailing Lists	5	2	--	SH
Manuals	L	--	PE	--
Marketing & Promotional Materials	L	--	PE	--
Meeting & Conference Materials	2	10	--	D
Newsletters	AP	--	PE	--
Office Mgmt. Documentation Files	AN	--	--	D
Operating Manual (1) Policies	S	--	PE	--
(2) Procedures	S	--	--	D
Photos (1) Originals	AN	--	PE	--
(2) Purchased	AN	10	--	D
Power Point Presentations	AP	10	OS	SH
Publications - Books and Magazines	AP	--	PE	--
Reports (1) General	5	10	--	SH
(2) Division	5	10	PE	--

Social Media	2	3	--	D
Strategic Planning/Internal Plan Docs L		5	PE	--
Travel (FINAL Itinerary, Calendar)	2	2	PE	--
Videos, DVDs and CDs Produced	AP	--	PE	--
Website Snapshots	AP	--	PE	--

Accounting Records

Accounts Payable	2	4	--	SH
Accounts Receivable	AN	5	--	SH
Bank Statements and Reconciliations	2	4	--	SH
Budget and Cost Center Data	2	4	--	SH
Capital Asset Records	L	--	PE (digital)	--
Cash Receipts	2	4	--	SH
Check Register	2	4	PE (digital)	--
Check Requests & Journal Vouchers	2	4	--	SH
Checks - Genl & Regular (Cancelled)	2	4	--	SH
Deposit Books and Tickets	2	--	--	SH
Donation Receipts/Gift Records	2	4	--	SH
Expense Reports	2	3	--	SH
Financial Statements (1) Audited	3	--	PE (digital)	--
Financial Statements (2) Interim	2	--	--	SH
Invoices	2	4	--	SH
Ledgers				
Accounts Payable	2	8	--	SH
Accounts Receivable	2	8	--	SH
General	3	--	PE (digital)	--
Subsidiary	2	8	--	SH
Purchase Orders (Originals only)	2	4	--	SH

Reconciliations, Organizational Accts	2	4	--	SH
Sales Invoices	2	4	--	SH
Tax Records	3	2	PE (digital)	--
Travel Authorizations and Cash Reimbursement	3	3	--	SH
Trial Balances	3	3	--	SH
Vouchers - Journal and Check	2	4	--	SH

Personnel Records

Biographical Information Blanks	L + 6	--	SCAN	--
Correspondence	2	8	OS/SCAN	D
Employee Earning Record	2	2	SCAN	SH
Employee's Monthly Time Record	4	--	--	D
Employee Performance	L + 2	5	--	SH
Employment Applications (non-employee)	3	--	--	D
In-Service Training	2	2	--	D
Job Descriptions	L + 2	--	PE (SCAN)	--
Payroll Cards	5	--	SCAN	--
Personal Service Record	S	--	PE (SCAN)	Transfer to next post
Personal Service Record (Copy)	PE	--	PE (SCAN)	--
Personnel Files - Departmental	L+2	--	--	SH
Personnel Folders - Each Staffer	L+6	--	SCAN	--
Sick Leave Request	3	--	--	D
Time Sheets	4	--	--	SH
Vacation Request	3	--	--	D

Auditor's Records

Correspondence	2	3	OS/SCAN	SH
Work Papers	2	18	--	SH
Special Audits	2	18	PE/SCAN	SH

Investments and Securities Records

Bond and Stock Powers	5	--	--	D
Confirmation Tag Summaries	10	--	PE	--
Confirmation Tags	10	--	--	D
Investment Counselor Quarterly Evaluation Report	5	5	PE	--
Investment Recommendations	5	5	--	D
Quarterly Reports to Unitholders	AP	--	C	--
Security Evaluation Worksheet	20	--	PE	--
Security Register Cards	20	--	PE	--
Securities Ledger	7	3	SCAN	D
Stock and Bond Guides (Annual)	10	--	--	D
Stock and Bond Guides (Monthly)	10	--	--	D

Trust Services Records

Annuities	L (#)	5-7 (R)	--	SH
Irrevocable Trust Agreements	L (#)	5-7 (R)	--	SH
Life Income Agreements	L (#)	5-7 (R)	--	SH
Revocable Trust Agreements	S	5 (#)	--	SH
Wills	S	5	--	SH