

UNITARIAN UNIVERSALIST OF SOUTHERN DELAWARE DOCUMENT STORAGE, RETENTION AND DISPOSITION POLICY

I. INTRODUCTION

It is the policy of the Unitarian Universalist of Southern Delaware to control and maintain all electronic and paper records whether created or received by employees, officers, or members, while conducting congregational business.

This policy does not address the physical or electronic location where records will be stored prior to their disposition or archiving.

EXCEPTION: Work product created by the Minister or communication with the minister or his/her designee of a pastoral nature are not subject to inclusion in these policies.

II. PURPOSE

The purpose of this policy is to control the creation, acquisition, identification, maintenance, and disposition of information created and received on behalf of the congregation in an efficient and economic manner, and according to necessary legal requirements.

III. RESPONSIBILITY

The Executive Team has overall responsibility for the implementation of this policy and the development of appropriate procedures for the effective and efficient execution of this policy as it relates to document storage, retention and disposition. All church personnel (staff, officers, and volunteers) are responsible for records related to their areas, and for the proper application of the policy.

RETENTION SCHEDULE

Updated August 29, 2019

Record	Time to retain	If permanent, where stored
BOARD/ASSOCIATION		
Articles & Bylaws (Constitution) (All versions)	Permanent	Google Drive
Board of Trustees minutes and supporting materials	Permanent	Google Drive and UUSD website
Historical records documenting the creation of the congregation and its evolution.	Permanent	Archives (physical and digital)
Incorporation files	Permanent	Google Drive
Tax exempt paperwork	Permanent	Google Drive
Record destruction records and inventories	Permanent	Google Drive
Mortgages, notes, leases	7 years after termination	Google Drive
General correspondence that binds the Congregation	7 years after the action is completed	Google Drive
Board policies (current and previous versions)	Permanent	Google Drive
Operating Procedures	Keep current versions	Google Drive
Committee Charges and Mission Statements	Keep current versions	Google Drive
Historical archives (scan to digital)	Keep important	Google Drive
FINANCIAL		
Annual budgets	Permanent	Google Drive
Audit and financial review reports	Permanent	Google Drive
Chart of accounts	Permanent	Power Church
Financial and bank statements	Permanent	Online with bank
Mortgage Statements	Permanent	Online with Tidemark
Invoices	7 years	Google Drive
Bank deposit records	7 years	Power Church
Bank reconciliations	7 years	Power Church
Checks from members	7 years	Power Church
Canceled checks	7 years	Online with bank
Invoices/purchase orders	7 years	Google Drive
PERSONNEL/HR		
Retirement plan agreement	Permanent	Google Drive
Retirement plan contributions – total and by person #	Permanent	Power Church
Tax Documents #	Permanent	Online with ADP

Payroll records	7 years from payment	Online with ADP
Personnel files (All info related to a person kept in one paper file) #	7 years after termination	Locked file box
I-9 and W-4 Forms for each employee #	3 years after the date of hire, or 1 year after the date employment ends— whichever is later.	Locked file box
Hiring documents – applications, resumes, job inquiries, rejections #	1 year after time of decision	On personal computers of search team
Personnel records: application forms, resumes, promotion, demotion, transfer, layoff, discharge, pay rates or compensation #	1 year from date record made or action taken, whichever is later	Locked file box
INSURANCE INFORMATION		
Insurance Policies	Current version	Google Drive
Insurance claims and supporting info	Permanent	Google Drive
Incident Report Forms	7 years, or for minor, 7 years from age of majority	Google Drive
ANNUAL MEETING		
Annual meeting documents	Permanent	Google Drive & website
Annual meeting minutes	Permanent	Google Drive & website
MEMBERSHIP		
Membership records	Permanent	Power Church
Membership book (physical)	Permanent	Credenza in Lobby
Membership book (scans)	Done quarterly	Google Drive
Membership directory	Keep current	AA computer, Google Drive
Membership reports	Permanent	Google Drive
Congregational surveys – reports and data, if available	Permanent	Google Drive
GRANTS & AWARDS		
Grant award documents and final reports	Permanent	Google Drive
Grant proposals and applications	3 years, unless approved	Google Drive
Award certificates	Current	On display in building
COMMUNICATIONS & PUBLICATIONS		
Newsletters	Permanent	Google Drive and Constant Contact archive
Order of service digital files	Permanent	Google Drive
Photo archive	Keep useful	Separate digital archive maintained by Comm Cmte

BUILDING & PROPERTY		
AED Prescription	Current version	Google Drive
Emergency Response Manual	Current version	Google Drive
Instruction manuals and systems information	Permanent	Google Drive and current Drop Box account
Estimates and contracts	7 years	Google Drive and current Drop Box account
Pest inspection reports	Depends on warranty	Google Drive and current Drop Box account
Work invoices	7 years	Google Drive and current Drop Box account
Building related procedures	Current version	Google Drive and current Drop Box account
Water quality testing reports	7 years	Google Drive and current Drop Box account
Warrantees	For duration of warranty	Google Drive and current Drop Box account

* Shred when destroying any record that includes a person's social security number, a third party's tax identification number, or an individual's personal financial information.

Must be kept in locked files with access limited to the Minister, Personnel Committee, Finance Officer, and anyone with legal authority to have access. Individuals may view their own files, but may not remove or alter them.