

BASIC RETENTION SCHEDULE

for Seventh-day Adventist Organizations
(See Working Policy B 60*)

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 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.

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.

Records Management Methods. A General Conference publication, "How to Establish and Operate a Records Management Program," is available upon request from--

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* This policy is listed as B 145 in the 1999-2000 *GC Working Policy*, and as B 150 in the 2000-2001 *GC Working Policy*.

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
1	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 nonselected 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

<u>Record or File Type</u>	<u>In Office</u>	<u>Records Center</u>	<u>Type of Archival Preservation</u>	<u>Method of Destruction</u>
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

<u>Record or File Type</u>	<u>In Office</u>	<u>Records Center</u>	<u>Type of Archival Preservation</u>	<u>Method of Destruction</u>
Correspondence				
General Conference, Divisions, and Union Conferences				
Administrative	2	13	P	--
Nonadministrative	2	13	Os M	-- D
Correspondence				
Local Conference				
Administrative	2	8	P	--
Nonadministrative	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
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

ACCOUNTING RECORDS CONTINUED

<u>Record or File Type</u>	<u>In Office</u>	<u>Records Center</u>	<u>Type of Archival Preservation</u>	<u>Method of Destruction</u>
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

Correspondence	2	3	Os M	-- Sh
Work Papers	2	18	P M	-- Sh
Special Audits	2	18	P M	-- Sh

INVESTMENTS AND SECURITIES RECORDS

<u>Record or File Type</u>	<u>In Office</u>	<u>Records Center</u>	<u>Type of Archival Preservation</u>	<u>Method of Destruction</u>
Confirmation Tag Summaries	10	--	P	--
Confirmation Tags	10	--	--	D
Security Register Cards	20	--	P	--
Security Evaluation Worksheet	20	--	P	--
Quarterly Reports to Unitholders	--	--	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

Prepared by the
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