



Files

Rectors and priests-in-charge may find it useful to organize their files along the following guidelines. Many of these can be stored electronically.

Tickler File: contains items marked ahead for a given date.

Temporary File: contains items where the decision to place in the regular subject file is postponed. The temporary file is reviewed at the end of the second month. (Experience shows that at least 95% of the items are discarded at that time.)

Hold File: contains items for review once a week.

Chrono File: contains, in binders, one copy of each outgoing letter and memo, in chronological order (Invaluable, when an item cannot be found anywhere else.)

Circulating File: a packet of copies of non-confidential letters and memos, circulated daily among staff members for their information.

Confidential File: kept in a separate and secure place.

Regular Subject Files: active, and in storage.

Retention Periods for Records

There is some flexibility possible in the establishment of the minimum length of time certain classes of records should be retained. Each congregation should set a formal retention program. The retention periods suggested below commence on January 1 of the year in which the class of records becomes non-current.

Retain Permanently

For this class of records, storage is recommended in a fireproof safe, fireproof vault, or fireproof filing cabinet.

- Books of original entry
- By-laws

- Cash receipts records
- Certificates of incorporation
- Certified financial statements
- Charter
- Check disbursement records
- Constitution
- Deeds
- Documents establishing endowments
- Easements
- Insurance policies
- Minutes, including resolutions, of vestry or bishop's committee meetings
- Pension/retirement plan records, including deduction authorizations
- Plans
- Property
- Purchases
- Sales
- Specifications
- Title papers

Retain 10 Years

- After Cancellation/Termination:
 - Agreements
 - Contracts

- Voucher registers
- Workers' Compensation reports

Retain 7 Years

- Accident reports.
- Brokerage slips for securities.
- Building repair records.
- Cancelled notes.
- After termination:
 - Individual employee earnings records
 - Employee applications
 - Payments and reports to all levels of Government, including for taxes
 - Employee contracts
 - Employee service records
- Purchase invoices
- Group insurance records
- Uncollectible accounts records
- Individual employee personnel files
- W-2 forms
- Salary and wage rate changes
- Unemployment claims
- Withholding exemption certificates

Retain 6 Years

- Disability records
- After expiration/cancellation:
 - Fire damage reports
 - Leases
 - Sick benefit records
- After expiration/termination:
 - Contracts with vendors
 - Mortgages

Retain 5 Years

- Records of pledges.

Retain 4 Years

- Accounts payable:
 - Employee expense reports
 - Invoices
 - Old Age Benefit reports
 - Credits
 - Payroll registers, gross and net
 - Cancelled voucher checks

- Purchase orders, filled and unfilled
- Drafts paid

Retain 3 Years

- After expiration:
 - Expenditure appropriations
 - Equipment repair records
 - Expenditure authorizations
 - Surety bonds
 - Monthly financial statements
- After termination:
 - Petty cash records
 - Fidelity bonds of employees
 - Receiving reports

Retain 2 Years

- Bank statements
- Void checks
- Bank reconciliations
- After settlement/termination:
 - Budgets
 - Assignments of payroll

- Cancelled payroll checks
- Attachments of payroll
- Comparison budgets
- Garnishments of payroll
- Deposit books
- After termination:
 - Deposit slips
 - Employee deduction authorizations
- Expense analyses
- “Add to payroll” notices
- Stop payment notices
- Discharges
- Time cards
- Time sheets

Retain 1 Year

- After termination:
 - Quotations acted upon
 - Licenses

Retain Until Completion

- Acknowledgments of orders

