

RECORD RETENTION AND DESTRUCTION POLICY

1) Policy and Purposes

This Policy represents the policy of _____ (the "Church") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (hereafter referred to as "documents"). Purposes of the Policy include:

- (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements;
- (b) destruction of documents which no longer need to be retained; and
- (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction.

Notwithstanding the foregoing, the Church reserves the right to revise or revoke this Policy at any time.

2) Administration - Responsibilities of the Administrator

The Church's _____ [Pastor, Church Treasurer, Council Chairman, etc.] shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Record Retention Schedule attached. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy documents and retaining such documentation. The Administrator may also modify the Record Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect the Church's policies and procedures. The Administrator is also authorized to periodically review this Policy with legal counsel and to report to the Board of Directors as to compliance. The Administrator may appoint one or more persons to assist in carrying out the Administrator's responsibilities, but the Administrator retains ultimate responsibility for administration of this Policy.

3) Administration - Responsibilities of the Church Staff

This Policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the Church's documents. The Church staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it.

4) Suspension of Record Disposal in Event of Litigation or Claims

In the event the Church is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the Church,

or may reasonably be aware of any anticipated litigation against or concerning the Church, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of legal counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

5) Electronic Documents

Documents in electronic format shall be maintained just as hard copy or paper documents are in accordance with the Record Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular reviews of the reliability of the system.

6) Emergency Continuity Plan

Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

7) Applicability

This Policy applies to all physical and electronic documents and records generated in the course of the Church’s business, including both original documents and reproductions.

This Policy, along with the attached Record Retention Schedule, was approved and adopted by the Church’s governing body, on this the _____ day of _____, 20_____.

Print Name: _____
Print Title: _____

(Attach Record Retention Schedule)