

# What Do We Do with the Church Records?

## Indiana Area United Methodist Church Records Retention and Disposal Schedule

### District Offices

The following are records which are commonly found in district offices. Each record type is described and the number of years it should remain in the active files is indicated. After that time has expired, the record may either be sent to the Area Archives at DePauw (see address below) as indicated by **Yes** on the record schedule. Records marked as **No** may be destroyed after their current record status has expired. The total number of years a record should be kept, indicated by a number or the letter **P** for permanent is also noted for each record type. The code number at the far left column can be used for reference when contacting the Area Archives with questions or about a possible transfer of records. The Area Archives at DePauw is the officially recognized repository for all United Methodist Church records in Indiana and is supported by both the North and South Indiana Conferences. This retention schedule has been approved by the General Commission on Archives and History for use by all United Methodist district offices. Please contact the Area Archives with any questions you might have about the schedule or to arrange a workshop or consultation with an Archives staff member.

| <u>Code</u> | <u>Title</u>   | <u>Description</u>   | <u>Keep as<br/>Current<br/>Record</u> | <u>Send to<br/>Archives</u> | <u>Total</u> |
|-------------|----------------|--|---------------------------------------|-----------------------------|--------------|
| DIS.001.01  | Administration | District committee and program group reports; official district conference session reports filed by superintendent     | CY+3                                  | Yes                         | P            |
| DIS.001.02  | Administration | Closed church records such as membership, histories, board minutes, directories, photographs, deeds, etc. <sup>2</sup> | A <sup>1</sup>                        | Yes                         | P            |
| DIS.001.03  | Administration | Staff meeting records  | CY+1                                  | Yes                         | P            |
| DIS.002     | Charters       | Charters, constitutions, by-laws   | A                                     | Yes                         | P            |
| DIS.003     | Committees     | District committee records   | CY+3                                  | Yes                         | P            |

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<sup>1</sup> Until all legal matters are cleared and members are transferred

<sup>2</sup> All records of closed churches should eventually be sent to the Area Archives at DePauw University for final appraisal and preservation

|            |                           |   |      |     |   |
|------------|---------------------------|---|------|-----|---|
| DIS.004.01 | Correspondence<br>General | Routine correspondence                            | CY+1 | No  | 2 |
| DIS.004.02 | Correspondence<br>Subject | Correspondence on special or topical<br>interests | A    | Yes | P |
| DIS.005.01 | Employee                  | Employment policies and procedures                | A    | Yes | P |
| DIS.005.02 | Employee                  | Personnel records                                 | A    | Yes | P |
| DIS.006    | Newsletters               | District newsletters                              | CY+1 | Yes | P |

**CY - Calendar Year**

**A - Active (ongoing activities)**

**P - Permanent**

DePauw Archives  
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hours: M-F 8-5, T eve. 6-9 (academic year)  
M-F 8-4 (summer)