

# “What Do We Do with the Church Records?”

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

### North Indiana Conference Local Churches

The following are records which are commonly found in local churches. 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 on-site local church archives or 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 North Indiana Conference for use by all United Methodist local churches in the conference. 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 Current Record</u>	<u>Send to Archives</u>	<u>Total</u>
LOC.001	Administration	Administrative board or council	CY+1	Yes	P
LOC.002	Annual Reports	Annual reports of the local church	CY+2	No	3
LOC.003	Audio-Visual	Audio and video tapes of local church activities, members, staff and properties including oral histories	CY+9	Yes	P
LOC.004.01	Banking	Statements	CY+3	No	4
LOC.004.02	Banking	Deposit tickets and checks, except as otherwise noted	CY+3	No	4
LOC.005.01	Bonds	Paid interest coupons	CY+2	No	3
LOC.005.02	Bonds	Cancelled	CY+7	No	8

<u>Code</u>	<u>Title</u>	<u>Description</u>	<u>Keep as Current Record</u>	<u>Send to Archives</u>	<u>Total</u>
LOC.006	Bulletins	Weekly worship service programs	CY+1	No*	2
*(Save selected copies locally, if desired)					
LOC.007.01	Charge Conference	Charge conference minutes	CY+1	Yes	P
LOC.007.02	Charge Conference	Charge conference reports	CY+1	Yes	P
LOC.008	Charters	Local church charters	A	Yes	P
LOC.009	Church Groups	UMM, UMW, UMYF, Ladies Aid Society, Epworth League, etc. minutes and reports	CY+1	Yes	P
LOC.010	Committees	Committees, commissions, task force minutes and reports	CY+1	Yes	P
LOC.011.01	Correspondence General	Routine or transitory correspondence	CY+2	No	3
LOC.011.02	Correspondence Subject	Correspondence of special or topical interest	A	Yes	P
LOC.011.03	Correspondence Employee	Correspondence relating to employee benefits	CY+6	No	7
LOC.012	Council on Ministries	Council on Ministries minutes and reports	CY+1	Yes	P
LOC.013	Directories	Church directories including pictorial and telephone directories	A	Yes	P
LOC.014.01	Employee	Benefits such as group insurance and pensions	A+7	No	A+7
LOC.014.02	Employee	Cancelled payroll checks and summaries	CY+6	No	7
LOC.014.03	Employee	Data including accident reports	CY+1	No	2
LOC.014.04	Employee	Data including accident reports involving benefits	CY+6	No	7
LOC.014.04	Employee	Personnel files	A	Yes	P

<u>Code</u>	<u>Title</u>	<u>Description</u>	<u>Keep as Current Record</u>	<u>Send to Archives</u>	<u>Total</u>
LOC.014.05	Employee	Tax withholding statements	CY+5	No	6
LOC.015.01	Financial	Account books and balance sheets	CY+4	No	5
LOC.015.02	Financial	Audit reports (external)	CY+20	No	21
LOC.015.03	Financial	Budgets	CY+5	No	6
LOC.015.04	Financial	Capital stock ledgers and transfer	A	No	A
LOC.015.05	Financial	Certified financial statements	CY+9	No	10
LOC.015.06	Financial	Internal audits	CY+5	No	6
LOC.015.07	Financial	Membership contributions/offering	CY+5	No	6
LOC.015.08	Financial	Periodic statements	CY+2	No	3
LOC.015.09	Financial	Tax exemption certificates	A	No	A
LOC.015.10	Financial	Tax returns and related papers	CY+7	No	8
LOC.015.11	Financial	Worksheets for financial statements or trial balances	CY+3	No	4
LOC.016	Historical	Histories of the local church (until superceded)	A	Yes	P
LOC.017.01	Insurance	Expired policies	CY+9	No	10
LOC.017.02	Insurance	Fire inspection reports	CY+5	No	6
LOC.017.03	Insurance	Group records	CY+7	No	8
LOC.018	Internal Reports	Reports and summaries including data processing print-outs or cards	CY+2	No	3
LOC.019	Legal Papers	Completed or expired contracts and leases, etc.	CY+9	No	10
LOC.020	Manuscripts	Diaries, journals, scrapbooks, etc. of pastors and members	A	Yes	P

<u>Code</u>	<u>Title</u>	<u>Description</u>	<u>Keep as Current Record</u>	<u>Send to Archives</u>	<u>Total</u>
LOC.021	Membership	Membership lists and record books, baptism, marriage, birth, death and transfer records	A	Yes	P
LOC.022	Newsletters	Newsletters of the local church or church groups such as UMW or UMYF	CY+1	Yes* *(Save locally)	P
LOC.023	Photographs	Identified photographs of local church activities, members, staff and properties	CY+9	Yes	P
LOC.024.01	Property	Blueprints, plans, specifications and maps	A	Yes	P
LOC.024.02	Property	Capital improvements records including cancelled checks, purchase orders, vouchers and cost data	CY+9	No	10
LOC.024.03	Property	Paid mortgages and notes	CY+9	No	10
LOC.024.04	Property	Physical inventories of possessions (furniture, etc.)	CY+2	Yes	P
LOC.024.05	Property	Real estate records (after-sale)	CY+7	No	8
LOC.024.06	Property	Real estate records including deeds	A	Yes	P
LOC.025.01	Quarterly Conference	Quarterly conference minutes	CY+1	Yes	P
LOC.025.02	Quarterly Conference	Quarterly conference reports	CY+1	No	2
LOC.026	Sunday School	Sunday School records including minutes and membership	CY+1	Yes	P
LOC.027	Trustees	Trustee minutes and reports	CY+2	Yes	P

**CY - Calendar Year**

**A - Active (ongoing activities)**

**P - Permanent**

DePauw Archives  
Roy O. West Library  
400 South College Avenue  
Greencastle, IN 46135  
765-658-4406  
fax 765-658-4423  
email: [archives@depauw.edu](mailto:archives@depauw.edu)  
website: [www.depauw.edu/archives/aschome.htm](http://www.depauw.edu/archives/aschome.htm)  
hours: M-F 8-5, Tues. eve. 6-9 (academic year)  
M-F 8-4 (summer)

[Ret-Nicrev.wpd Appr. 1/23/1998 rev. 9/13/2004]