



General Commission on Archives & History  
*The United Methodist Church*

Records Management Guidelines

# **Guidelines for Managing Records of the Annual Conference & the Local Church**

**2013 Edition**

The United Methodist Church    General Commission on Archives and History  
[www.gcah.org](http://www.gcah.org)

**GUIDELINES FOR  
MANAGING RECORDS OF  
THE LOCAL CHURCH AND ANNUAL CONFERENCE**

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**2013-2016 EDITION**

<b>ANNUAL CONFERENCE OFFICE &amp; COMMITTEE RECORDS SCHEDULE</b>				
<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Accident and Injuries Records	Workers Compensation Claims Records	settled+6	active	NO
Account Request Forms	Request to establish a new account	active+3	2	NO
Accounts Payable Records	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7	2	NO
Accounts Receivable Records	A/Rs, Billing Records, Charges Records, Sales Fiscal Records, Rentals Fiscal Records, Journal Vouchers, Invoice Records	7	2	NO
Act of Incorporation	official papers and records	Permanent		As Necessary
Administrative Reports	Conference journal, Annual Reports for conference agencies or corporations	Permanent	4	YES
Affirmative Action Recruitment Review Records	Affirmative Action Compliance Record, Affirmative Action Compliance Data (AACD), Applicant Pool Reports, Contract Review Records	6	2	NO
Annual Fiscal Reports	Closing of the Books Records, Financial Reports, Balance Reconciliation Records, State Accounts Reports	Permanent	4	YES
Architectural Drawings, Blueprints, and Maps		Permanent.		YES
Audit Records		Permanent	4	YES
Bank Deposit Records		7	2	NO
Bank Deposit Slips		3	3	NO

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<b>RECORD SERIES TITLE</b>	<b>DESCRIPTION</b>	<b>Total</b>	<b>Current</b>	<b>Conference Archives</b>
Bank Statements		7	3	NO
Benefits Policies and Procedures Records		Permanent	Active	YES
Bequest and Estate papers	wills, gift agreements, bequests	Permanent		As Necessary
Budget Records	Annual Budget	Permanent.	4	YES
Bylaws		Permanent	Active	YES
Cancelled Checks Records	Cashed Checks	7	1	NO
Certificates of Deposit, Canceled		3	3	NO
Committee Records	Conference Committees Records, Agency Committee Records, Board Committee Records	Permanent	4	YES
Contracts	repairs, maintenance, lease agreements, loans	4 - service contracts; 6 -Repairs, Lease, Loans; Permanent - new construction	4	NO - except for those going to Archives
Correspondence - subject	Correspondence on special or topical interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1	1	NO
Deduction Authorization Records	Deductions Input List	Active +4	Active	NO
Deeds	Deeds, Conveyances, Covenants, easements	Permanent		As Necessary
Employment Eligibility Verification Forms		Employed +1 (3 yrs min)	3	NO
Employment Policies and Procedures Records	Employment Policies	Permanent.	Active	YES
Grievance Records		Settled +3	Active	NO
Insurance Policies		Permanent	Active	YES

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Insurance Election Records, Employees		employment +6	Active	NO
Inventories of Property and Equipment		Until superseded	Active	Transfer to Archives for Review
Invoices		7 (except for major construction)	3	NO (transfer major construction series to Archives)
Pay Authorization Records		5	1	NO
Personnel Records, Staff	Personnel Files	active+7	Active	NO
Personnel records, ministerial	members of the annual conference	genealogical /appointment - Permanent Rest - Active +25	Permanent Active	YES for permanent material
Property Files	deeds, title papers, repair history, permits, lease agreement	Permanent		As Necessary
Purchase Orders		7	3	NO
Real Estate Surveys	surveys, plot plans and related correspondence	Permanent		As Necessary
Rejected Applications	Rejected and Incomplete Employment Applications	2	1	NO
Search Records- accepted		Active+7	Active	NO
Search Records - all others		5	1	NO
Shipping and Freight Records		3	3	NO
Staff Meeting Records		Permanent	4	YES
Supervisory Files, Ministerial	Members of the annual conference	Active+25	Active	NO
Tax-Exempt Certificates	Certificates and Form 990	Permanent		As Necessary
Tax Returns		7	5	NO

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Tax Withholding Authorization Records		Active +7	Active	NO
Time Sheets		3	3	NO
Travel Records		5	1	NO