



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

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

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The United Methodist Church
P. O. Box 127
Madison, NJ 07940
Phone: (973) 408-3195
FAX: (973) 408-3909
research@gcah.org

DISTRICT OFFICE & COMMITTEE RECORDS SCHEDULE

RECORD SERIES TITLE	DESCRIPTION	Total	Current	Conference Archives
Administrative Reports	District reports, district conference records	Permanent	4	YES
Charge Conference Reports		1 year		NO
Charters, Constitutions & By-Laws		Permanent		YES
Committee Records	District Committee Records,	Permanent	4	YES
Correspondence - subject	Correspondence on special or topical interest	permanent	Active	YES
Correspondence - transitory	Routine correspondence	1 year	1	NO

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DISTRICT OFFICE & COMMITTEE RECORDS SCHEDULE				
RECORD SERIES TITLE	DESCRIPTION	Total	Current	Conference Archives
Employment Policies and Procedures Records	Employment Policies	Permanent.	Active	YES
Newsletters	District newsletters such as, UMW, UMM, UMYF and other District group's newsletters	Permanent	2	YES
Staff Meeting Records		Permanent	2	YES