

PRESBYTERY OF THE CASCADES

Records Classification and Retention Policy

A. Purpose

1. The Presbytery of the Cascades has and will continue to generate and receive various records during the normal course of business.
2. The establishment of a policy and procedure for the maintenance, classification, retention, and destruction of Presbytery records is in the best interest of the Presbytery of the Cascades.
3. The provision of guidelines is necessary for the Presbytery of the Cascades to establish a policy and procedure for the Presbytery of the Cascades for maintenance, classification, retention, and destruction of Presbytery records to assure adherence to the PC(USA) Book of Order.
4. In accordance with 18 U.S.C Section 1519 and the Sarbanes-Oxley Act of 2002, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceedings, this policy provides for the systematic review, retention, and destruction of documents received or created by the Presbytery of the Cascades (the Presbytery) in connection with the transaction of the Presbytery's business. This policy covers all records and documents, regardless of physical form, contains guidelines for the length of time certain documents should be kept and the method of document destruction. This policy is designed to insure compliance with federal and state laws, and regulations, to eliminate accidental or innocent destruction of records and to facilitate the Presbytery's operations by promoting efficiency and free up needed storage space.

B: Operational Guidelines

1. Presbytery committee chairs, officers, and staff are encouraged, when communicating on matters of Presbytery business, to not include and/or mix the same with personal or unrelated business communications; and
2. Presbytery committee chairs, officers, and staff are encouraged to maintain files and work folders for the storage of Presbytery records, both hard copies and electronic format as is appropriate to subject matter and separate from any other documents and/or communications unrelated to Presbytery business;
3. At such time the Stated Clerk notifies committee chairs, officers, and appropriate staff of the filing of any legal action and/or other claim against the Presbytery, such notice shall include a do not destroy records directive to Presbytery committee chairs, officers, staff, and agents of the Presbytery until thereafter authorized by the Stated Clerk.

C: Records Definition

1. “Presbytery Records” herein this policy are defined to include any writing containing information relating to the conduct or administration of the Presbytery’s business in hard copy or electronic format prepared, owned, used or retained by the Presbytery, except such which does not include “Non-Presbytery Records”.
2. “Non-Presbytery Records” herein this policy are defines as:
 - a. Identical copies of records which are maintained by the Presbytery Stated Clerk; and
 - b. Drafts of any communication or document of any kind not sent or communicated to any person other than the originator; and
 - c. Communications, materials, and/or documents of any kind received from outside originators [sources other than Presbytery agents] which require no action and of which an identical copy is retained by the Presbytery Stated Clerk; and
 - d. Communications, materials, and/or documents which are not related to the conduct or administration of the Presbytery’s business; and
 - e. Communications, materials and /or documents in hard copy or electronic format which are of the nature of incidental instructions, reminders or responses to the same and which do not include any substantive information related to the conduct or administration of the Presbytery’s business.
 - f. Draft documents in hard copy or electronic format originated by Presbytery committee chairs, officers, stand and/or agents of the Presbytery which are the subject of official approval by either committee chairs or Presbytery officer.
3. Records identified as draft documents submitted for approved shall contain a header with the following language and additionally by watermark within the document body :

CAUTION: This DRAFT document has been prepared for consideration is the subject of approval authority of either Presbytery committee chair or Presbytery officer and is therefore not an official record relating to the conduct or administration of the Presbytery’s business and will not be retained.

Approved documents do not include this Caution header.

D. Records Classification

1. Permanently and Indefinitely Retained Records.
 - a. **Presbytery Stated Meeting Minutes, Presbytery Leadership Commission Minutes, and Committee Meeting Minutes** in which must be recorded all resolutions, orders, decisions, and proceedings of the Presbytery members, officers, and committees, including all regular and special meetings of the same.
 - b. **Audits, Income Tax Returns, if applicable, Financial Statements, Fixed Asset records, General Ledgers, Check Registers, Payroll Registers, Employment and Termination Agreements, Retirement and Pension Plan documents, Presbytery Insurance Policies, Real Estate Documents, and Commission/Committee Manuals of Operations.**
 - c. **Church and Historical Records:** all records of the Presbytery and/or held by the Presbytery, including the historical records in cooperation with denominational depositories, member churches or dissolved churches.
 - d. **Membership Rolls/Statistical Reports:** rolls of membership and those received from each church at the close of each calendar year and statistical reports showing the number of members and ministers, and all changes that have taken place since the date of the previous annual report to the Presbytery. Such documents are deposited with either the Presbyterian Historical Society or a denominational seminary library.
 - e. **Articles of Incorporation, Bylaws of the Presbytery, IRS Tax-Exempt Application and Determination Letter.**
 - f. **Records of the Permanent Judicial Commission:** trials and/or claims processed by the Permanent Judicial Commission, including all decisions of the Commission.
2. **“Semi-Permanent Records” [7 Year Retention]** shall consist of, but not limited to, the following; Payroll tax returns, payroll detail binders, 1099s, W-2s, checks and vouchers, deposit detail and remittances, bank reconciliation, Accounts Payable vouchers and invoices, terminated employee files, investment detail, contribution records, Leases, and such other documents or records as may be deemed by the Presbytery.
3. **“5 Year Temporary Records”** shall consist of, but not limited to, the following: Year-end computer back-ups, mission treasury records, workers comp and accident records, compensation schedules, OSHA documents, medical and dental program records and such other documents or records as may be deemed by the Presbytery.
4. **“3 Year Temporary Records”** shall consist of, but not limited to, the following: bank deposits receipts, employee timesheets, terminated employee I-9 forms, employment applications and resumes, employee expense reports, budgets and budget worksheets, internal financial reports, and petty cash vouchers.

5. **“Unclassified Records” [1 year retention]** shall consist of all other records not otherwise classified by this Policy or by the Presbytery.

E. Record Retention

1. Records classified as **Permanently and Indefinitely Retained Records** shall be retained permanently and indefinitely. This records are retained permanently and indefinitely on site in a secure and safe storage device, or deposited with either the Presbyterian Historical Society or a denominational seminary library.
2. Records classified as **Semi-Permanent Records** shall be retained for not less than seven (7) years.
3. Records classified as **5-Year Temporary Records** shall be retained for not less than five (5) years after the date of issuance or completion of the matter contained within the record.
4. Records classified as **3-Year Temporary Records** shall be retained for not less than three (3) years after the date of issuance or completion of the matter contained within the record.
5. Records that are **Unclassified Records** are retained for not less than one (1) year or until its destruction is authorized by the Presbytery.

F: Records Destruction

1. Records may be destroyed after the classification retention period by advising the Board of Trustees at a regular meeting and before document destruction and upon the advice of the Stated Clerk or Business Manager. Notices advising the destruction of Presbytery Records must list the records to be destroyed. Authorized destruction of Presbytery Records shall be under the direction of the Business Manager and/or Stated Clerk.
 - a. Presbytery records are maintained on site either in locked cabinets in the regional offices or in the storage room in the basement of the Portland office. Stored boxes will have a ‘destroy after’ date on the box so the records need not be reviewed each time. Upon expiration of a set of records, they will be removed from the place stored and destroyed.
 - b. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended upon any indication of an official investigation or when a lawsuit is filed or appears imminent; destruction will be reinstated upon conclusion of the investigation.

- c. The Presbytery Business Manager, with the Bookkeeper, is responsible for the ongoing process of identifying its financial records which have met the required retention period and overseeing their destruction.
 - d. Failure on the part of employees or volunteers in authority to follow this policy can result in possible civil and criminal sanctions against the Presbytery and its employees, and possible disciplinary action against the responsible individuals.
2. The provisions of the Section shall control the retention schedules of all Presbytery Records unless otherwise provided in the PC(USA) Book of Order.
 3. Non-Presbytery Records are not governed by this policy for retention and the same may be destroyed without authorization by the Presbytery.

G: Electronic Records:

1. Records of the Presbytery originated and/or received in electronic format:
 - a. Are classified and retained for the same length of time as hard copy documents would be retained having the same content; and
 - b. May be retained in electronic format or may be printed and retained in hard copy or may be electronically copied. In the event electronic format records are printed and retained in hard copy or other electronic format, such records are not required to be retained in both electronic and printed formats as determined by the Stated Clerk and/or the Business Manager.
 - c. Are backed up on a regular basis and stored securely off-site, or via on the internet through an internet storage provider (cloud services).
2. E-mail Storage Guidelines:
 - a. Committee chairs, officers, and staff are encouraged to either save e-mail, within sixty (60) days of its receipt, by saving the same in electronic format in an appropriate subject matter works folder and upon completion of this task the same should be deleted from the e-mail folder, or by printing and retaining a hard copy, or micro-filming.
 - b. Retention of e-mail originated by committee chairs, officers, and/or staff is the responsibility of the originator.
 - c. Retention of e-mail received by committee chairs, officers, and/or staff which is originated by persons other than committee chairs, officers, and/or staff is the responsibility of the committee chairs, officers, and/or staff who received it, unless another committee chair, officer, and/or staff is designated to respond to it, in which case the responder is responsible for retaining both the original e-mail message and the response.

APPENDIX A

Document Retention and Destruction Schedule

Accident reports and claims	7 years	General and private ledgers (<i>and end of year trial balance</i>)	Permanently
Accounts payable ledgers/schedules	7 years	Insurance policies (expired)	6 years
Accounts receivable ledgers/schedules	7 years	Insurance records, current accident reports, claims, policies, etc.	Permanently
Articles of Incorporation	Permanently	Internal audit reports (<i>in some situations, longer retention periods may be desirable</i>)	3 years
Audit report of accountants	Permanently	Internal reports (<i>miscellaneous</i>)	3 years
Bank deposit slips	3 years	Inventories of materials and supplies	7 years
Bank reconciliation	1 year	Invoices to customers	8 years
Bank Statements (<i>not including canceled checks</i>)	Permanently	Invoices from vendors	8 years
Brokerage statements (<i>annual</i>)	Permanently	Journals	Permanently
Budgets	7 years	Magnetic tape and tab cards	1 year
Budget Worksheets	3 years	Manuals of operations	Permanently
By-laws and charters	Permanently	Marketable securities investment record (<i>ledgers, statements showing shares purchased or sold, options, etc.</i>)	Permanently
Cash books	Permanently	Minute books for Commissions and Committees	Permanently
Checks (<i>canceled but see exception below</i>)	7 years	Non-ordained ministry records (<i>ministry inquirer/candidate, Commissioned Ruling Elder</i>)	7 years
Checks (<i>canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. – Checks should be filed with the papers pertaining to the underlying transaction</i>)	Permanently	Notes receivable ledgers and schedules	7 years
Church and Minister records	Permanently	Payroll records and summaries, including payments to pensioners	8 years
Contracts, notes & leases (<i>expired</i>)	7 years	Petty cash vouchers	3 years
Contracts, notes & leases (<i>still in effect</i>)	Permanently	Property appraisals by outside appraisers	Permanently
Copyright registration	Permanently	Property records: including costs and depreciation reserves	Permanently
Correspondence with customers and vendors (<i>routine</i>)	1 year	Purchase orders	7 years
Correspondence (<i>general</i>)	3 years	Retirement and pension records	Permanently
Correspondence (<i>legal and important matters</i>)	Permanently	Savings bond registration-records of employees	3 years
Deeds, mortgages, and bills of sale	Permanently	Stenographer's notebook	1 year
Depreciation schedules	Permanently	Stock and bond certificates	7 years
Dissolved congregation records	Permanently	Subsidiary ledgers	7 years
Duplicate deposit slips	2 years	Tax returns and worksheets, revenue agent's reports and other documents relating to determination of income tax liability	Permanently
Employee expense reports	3 years	Telephone logs and message books	7 years
Employee payroll records (<i>W-2, W-4, annual earnings records, etc.</i>)	4 years	Time cards	7 years
Employee personnel records (<i>after termination</i>)	6 years	Trade mark registrations	Permanently
Employment applications	3 years	Training manuals	Permanently
Expense analyses and expense distribution schedules	7 years	Voucher register and schedules	7 years
Financial statements (<i>end of year, other months optional</i>)	Permanently	Voucher for payment to vendors, employees, etc. (<i>Includes allowances and reimbursements of employees, officers, etc. for travel and professional expenses.</i>)	7 years
Freight Bill	4 years	Withholding tax statements	7 years
Garnishments	7 years		