

Community of Christ - Records Retention Schedule

<i>Department / Subdepartment</i>			<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media</i>	<i>Vital</i>
<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Total Retention</i>		<i>Production Application Name</i>	

Mission Centers and Congregations

MSC.0001	<i>"Received Offerings" Envelopes</i>	Envelopes used for offerings (if processed by mid-level)	Current Year + 1 Current Year + 1	Destroy	Paper	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0002	<i>Attendance Records</i>	Attendance records used to record church and Sunday school attendance	Current Year Current Year + 1	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i> Summary 20 to 30 years			<i>Revision Date:</i>
MSC.0003	<i>Audit Reports</i>	Audit reports for Mission Centers	Current Year Current Year + 15	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0004	<i>Bank Statements</i>	Statements from banks showing transactions against each account, plus reconciliations used to ascertain the accuracy of the account by statement period. Includes cancelled checks drawn on the accounts, and other supporting	Current Year Current Year + 5	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>

<i>Department / Subdepartment</i>			<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media Production Application Name</i>	<i>Vital</i>
<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Total Retention</i>			
MSC.0005	<i>Camp Medical Forms</i>	Forms filled out by attendees of camps listing all of their medical problems and information <i>Interviewee:</i> Bruce Bailey, Pat Baugh, Paula Brown, Jared Sloan <i>Notes:</i>	Current Year Current Year + 4	Destroy	Paper / Electronic <i>Revision Date:</i>	
MSC.0006	<i>Cancelled Checks</i>	Images or copies of checks that have been processed by banks <i>Interviewee:</i> <i>Notes:</i>	Current Year Current Year + 5	Destroy	Paper / Electronic <i>Revision Date:</i>	
MSC.0007	<i>Check Stubs and Registers</i>	Check stubs or registers used to validate and reconcile expenses <i>Interviewee:</i> <i>Notes:</i>	Current Year Current Year + 10	Destroy	Paper / Electronic <i>Revision Date:</i>	
MSC.0008	<i>Confidential Membership and Priesthood Actions</i>	Correspondence and files for disciplinary actions (as soon as action is complete forward to the World Church Secretary care of Office of the First Presidency at Headquarters) <i>Interviewee:</i> <i>Notes:</i> Restricted File	Action Complete Action Complete	World Church Secretary	Paper / Electronic <i>Revision Date:</i>	
MSC.0009	<i>Congregational Records</i>	Includes correspondence, issues and resolutions, insurance, remodeling records, etc. <i>Interviewee:</i> Bruce Bailey, Pat Baugh, Paula Brown, Jared Sloan <i>Notes:</i> Send to Church Archives with cover letter and copy of Records Transfer Form	Current Year Current Year + 15	Archival Review	Paper / Electronic <i>Revision Date:</i>	
MSC.0010	<i>Contracts and Other Legal Files</i>	Retention varies upon warranty contract and/or jurisdictional. Send copy to Legal Services at Headquarters <i>Interviewee:</i> <i>Notes:</i>	Varies Varies		Paper / Electronic <i>Revision Date:</i>	Yes

<i>Department / Subdepartment</i>			<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media Production Application Name</i>	<i>Vital</i>
<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Total Retention</i>			
MSC.0011	<i>Correspondence - Administrative and Financial</i>	Communication records of an administrative and financial nature in the form of letters, e-mails, inter-office memos, etc. Administrative and financial e-mail correspondence should be printed and filed	Current Year Current Year + 15	Archival Review	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i> Send to Church Archives with cover letter and copy of Records Transfer Form			<i>Revision Date:</i>
MSC.0012	<i>Correspondence - Routine</i>	Communication records of a routine and transitory nature in the form of letters, e-mails, inter-office memos, etc.	Current Year Current Year + 5	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0013	<i>General Ledger</i>	General and subsidiary ledgers and books of accounts documenting the mission center's/congregation's assets and liabilities	Current Year Current Year + 15	Destroy	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i> Mission Centers and congregations using the MIS system have electronic records maintained and purged at headquarters			<i>Revision Date:</i>
MSC.0014	<i>Jurisdictional Historical Files</i>	Records, reports, scrapbooks, photographs, news clippings, histories, and centennials relating to congregations and jurisdictions		Church Historian	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i> Unique 3rd dimensional artifacts contact Museum Curator at headquarters. For other records consult Jurisdictional Historian Guidelines from Church Historian			<i>Revision Date:</i>
MSC.0015	<i>Membership Data Changes</i>	Paper copy at jurisdictional level, information entered into Shelby	Active Active + 2	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>

<i>Department / Subdepartment</i>			<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media Production Application Name</i>	<i>Vital</i>
<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Total Retention</i>			
MSC.0016	Mid-Level Minutes	Deleted – 05/25/05				
MSC.0017	Mission Center Conferences	Official minutes, reports and other documentation	Current Year + 5 Current Year + 15	Archival Review	Paper / Electronic	
		<i>Interviewee:</i> Bruce Bailey, Pat Baugh, Paula Brown, Jared Sloan	<i>Notes:</i> Send to Church Archives with cover letter and copy of Records Transfer Form			<i>Revision Date:</i>
MSC.0018	Monthly Receipt Reports / Quarterly Contribution Statements	Monthly or quarterly statement, paper only if processed by mid-level jurisdiction office.	Current Year + 1 Current Year + 1	Destroy	Paper	
		<i>Interviewee:</i>	<i>Notes:</i> Mission Centers and congregations using the MIS system have electronic records maintained and purged at headquarters			<i>Revision Date:</i>
MSC.0019	OB 100 Form	Summary report sent to mission accounting and to the World Church requesting reimbursements	Current + 1	Destroy	Paper / Electronic	
		<i>Interviewee:</i> Bruce Bailey, Pat Baugh, Paula Brown, Jared Sloan	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0020	Oblation Database	Deleted – 04/27/05				
MSC.0021	Oblation Records	Records of church members requesting financial assistance; includes personal and financial information, intake form, case notes, invoices	Current + 1	Destroy	Paper	
		<i>Interviewee:</i> Bruce Bailey, Pat Baugh,	<i>Notes:</i>			<i>Revision Date:</i>

Paula Brown, Jared Sloan

<i>Department / Subdepartment</i>			<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media</i>	
<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Total Retention</i>		<i>Production Application Name</i>	<i>Vital</i>
MSC.0022	<i>Paid Invoices and Purchase Receipts</i>	Records showing the payment of invoices for goods and services by the mission center	Current Year Current Year + 10 / Warranty	Destroy	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0023	<i>Personnel / Payroll Records - Not Employed by World Church</i>	Personnel and payroll files retained at the mission center level for non-World Church employees. Mission center files contain employees PSP, MAS, commendation letters, memos, reviews, etc.	Termination of Employment Termination of Employment + 5	Destroy	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i> Restricted file			<i>Revision Date:</i>
MSC.0024	<i>Personnel / Payroll Records - World Church</i>	Personnel and payroll files retained at the mission center level for World Church employees. Mission center files contain employees PSP, MAS, commendation letters, memos, reviews, etc.	Termination of Employment Termination of Employment + 30	Destroy	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i> Restricted file			<i>Revision Date:</i>
MSC.0025	<i>Priesthood Records</i>	Records of individual members of the priesthood, consisting of all data and records used in administering the priesthood function	Ordination Ordination + 1	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>			<i>Revision Date:</i>
MSC.0026	<i>Real Estate Records - Copies</i>	Copies of real estate deeds, titles and blueprints	Life of Building / No Longer Own Life of Building	Real Estate	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i> Forward originals and records of no longer owned real estate to the Real Estate Office at Headquarters			<i>Revision Date:</i>

Department / Subdepartment

<i>Record Series Number</i>	<i>Record Series Title</i>	<i>Record Series Description</i>	<i>Active Retention</i>	<i>Final Disposition</i>	<i>Media Production Application Name</i>	<i>Vital</i>
MSC.0027	Tax Reports		Current Year Current Year + 5	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>		<i>Revision Date:</i>	
MSC.0028	Wills, Estates and Trusts Records	Generated in the Mission Centers	Active Estate Settlement	Legal Services	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i>		<i>Revision Date:</i>	
MSC.0029	Financial Statements - Year End	Statements showing the financial condition of the organization at various intervals	Current Year Current Year + 15	Destroy	Paper / Electronic	Yes
		<i>Interviewee:</i>	<i>Notes:</i>		<i>Revision Date:</i>	
MSC.0030	Yearly Contributor Statements	Yearly contributor statements (if processed by mid-level)	Current Year Current Year + 10	Destroy	Paper / Electronic	
		<i>Interviewee:</i>	<i>Notes:</i>		<i>Revision Date:</i>	