

## Records Retention Schedule ELCA Churchwide Office

The ELCA Constitution mandates a records management system and provides for the archives of this church [13.41.02.f and g]. The ongoing cooperation of all staff is required to fulfill this constitutional responsibility.

The information that is retained in hard copy or electronic files is the property of the Churchwide Office. Such information is not the property of the staff member to use, remove, retain personally, or to destroy at will. Staff members are the custodians of the documents they retain [CC89.4.1.111]

For the Churchwide Office of the ELCA, as for all organizations, information is one of the three key assets—together with people and money—necessary for our work, and which commands our stewardship.

The benefits of good records management are:

- Faster retrieval of information for the staff who work with the records,
- Fewer lost or misplaced records,
- Control of the life cycle of records,
- Compliance with legal, fiscal, and administrative requirements,

## Business Records

- Protection for this church's vital and historical records,
- Space saving and reduced expenditure for physical and electronic document storage,
- Selection of appropriate media for active and permanent records.

Most of the information you create or use will fit into one of the following categories. Please observe the time schedule and special instructions for managing your records. Additional assistance and information on how to maintain your active records and how to go about transferring your records to the Records Center or, when indicated, to the Archives is contained in the ***Records Management Manual for the Churchwide Office***, which is found online at <http://www.elca.org/secretary/records.html>.

Administrative use determines the retention of most business records for nonprofit organizations like the Evangelical Lutheran Church in America. Where federal or state regulations may be used as guides, they have been applied.

(Revised June 30, 2008)

**Records Retention Schedule  
ELCA Churchwide Office**

**Business Records**

Records Series	Content	Instructions	Final Disposition
<b>Administration</b>	protocol minutes for all <ul style="list-style-type: none"> <li>• boards,</li> <li>• advisory and program committees,</li> <li>• Churchwide Assembly,</li> <li>• synod assemblies,</li> <li>• Church Council,</li> <li>• Conference of Bishops</li> </ul>	Retain one copy of the protocol minutes in the unit; send one copy to the Office of the Secretary, and one copy to the ELCA Archives as these are produced, ELCA Constitution [13.41.02.a] (Duplication and disbursal protects these and all vital records.)	Send one copy to the Archives as these documents are produced.
	..... constitutions, bylaws and other governing documents for: <ul style="list-style-type: none"> <li>• ELCA</li> <li>• synods</li> <li>• related corporations</li> </ul>	Maintain current editions in the unit.	Send copies to the Archives as soon as received.  Send documents for inactive corporations to the Archives.
	..... <ul style="list-style-type: none"> <li>• nominations for churchwide office</li> <li>• affidavit of meetings held</li> </ul>	Nominations database maintains current + 3 years of history.	Destroy paper records after 5 years.
	..... <ul style="list-style-type: none"> <li>• records on rostered persons</li> <li>• records on congregations</li> </ul> <ul style="list-style-type: none"> <li>• M-List Plus Integrated database</li> </ul>	Database system must include plans for migration and maintenance of <b>all</b> legacy data in electronic format. (OS)  (Directions regarding disposition of legacy data are pending)	.



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<p><b>Gift and Income Processing</b></p> <p><b>(See also Foundation accounting)</b></p>	<ul style="list-style-type: none"> <li>• gift processing system</li> <li>• remittance documentation for ELCA, MIF, FD, and WELCA</li> <li>• checks</li> <li>• remittance receipts</li> <li>• donor cards</li> <li>• credit advices</li> <li>• notes of intention</li> <li>• estates, trusts, restricted gifts</li> </ul>	<p>Electronic gift processing system retains 5 years of donor data beyond the current year in memory.</p> <p>Keep paper files for ELCA, FD, WELCA for the current year + 1 in the Office of the Treasurer.</p>	<p>Send the paper files to the Records Center for 6 years and then destroy.</p> <p>Estates, trusts, restricted gifts keep permanently in the Foundatin</p>
<p><b>Accounts Payable</b></p>	<ul style="list-style-type: none"> <li>• vouchers with documentation:               <ul style="list-style-type: none"> <li>bills</li> <li>credit card statements</li> <li>credit card charge slips</li> <li>invoices</li> <li>expense reports</li> <li>travel expense reports</li> </ul> </li> <li>• property taxes</li> <li>• amortization records</li> <li>• accounts payable ledgers</li> <li>• canceled checks</li> <li>• 1099's</li> </ul>	<p>Electronic accounts payable system maintains current year + 6 in memory.</p> <p>Maintain paper records current year in the Office of the Treasurer.</p>	<p>Delete from the system after 7 years.</p> <p>Send paper files to the Records Center for 6 years and then destroy.</p>

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Records Series	Content	Instructions	Final Disposition
<b>Audit Reports</b>	<ul style="list-style-type: none"> <li>ELCA audited financial statements</li> </ul>	Retain 1 copy in Office of the Treasurer; send 1 copy of the auditor's report to the Office of the Secretary / Legal Office.	Send 1 copy of the auditor's report and the supporting reports to Archives as soon as received.
	<ul style="list-style-type: none"> <li>Audit workpapers consisting of : trial balance, account directors reports, income statements, balance sheets consolidated financial statements.</li> </ul>	Retain paper general ledger reports for the current year + 1 in the unit.	Send to the Records Center for 6 years and then destroy.
	<ul style="list-style-type: none"> <li>Synod audit reports</li> </ul>	Retain in the unit current year +2	Send to the Archives.
	<ul style="list-style-type: none"> <li>Internal audit reports</li> </ul>	Distribute report to manager(s) of area under review, and the senior managment of the Office of the Treasurer. Keep a copy for seven years in OT and then move to the Records Center.	Once the report is 7 years old, move to the Records Center and retain permanently.
	<ul style="list-style-type: none"> <li>Internal audit workpapers</li> </ul>	Keep internal audit workpapers in the OT until the next audit of the same area is completed (current file). Once the next audit of the area is completed, keep these workpapers in the current file, and move only the key work papers from the previous current file to the permanent file, and destroy all other work papers. Keep the permanent file for a trailing 7 years.	Once the permanent file is 7 years old, move to the Records Center and keep it permanently on file. (If the permanent file is imaged, may be kept longer in OT.)

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Records Series	Content	Instructions	Final Disposition
<b>General Accounting</b>	<ul style="list-style-type: none"> <li>Integrated Financial Accounting System (IFAS)</li> </ul>	<p>General Ledger entry data in IFAS will be maintained on the server in detail for 10 years.</p> <p>Only year-end database backup tapes will be retained for 10 years. Other tapes may be recycled.</p>	<p>After 10 years, data will be compressed to summary level and retained on the server permanently with a commitment to migrate to any newer software. This is for statistical analysis purposes only.</p>
	<ul style="list-style-type: none"> <li>journal entry vouchers including back up: batch proofs, distribution reports, and JE postings</li> </ul>	<p>Retain year-end paper general ledger reports for the current year +1 in the Office of the Treasurer.</p>	<p>Send to the Records Center for 6 years and then destroy.</p>
	<ul style="list-style-type: none"> <li>American Express memberships</li> </ul>	<p>Maintain while active + 1 year.</p>	<p>Destroy when membership is retracted and account closed.</p>
	<ul style="list-style-type: none"> <li>accounting procedures</li> <li>chart of accounts</li> </ul>		<p>Send to the Archives as produced.</p>
	<ul style="list-style-type: none"> <li>statements of financial condition</li> </ul>	<p>Retained permanently as treasurer's report to Church Council.</p>	<p>Sent to the Archives in the Church Council minutes</p>

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<b>Banking</b>	bank reconciliations report 1. bank deposits 2. monthly statements with reconciliations 3. check registers 4. copy of cancelled checks 5. deposit slips 6. wire transfers .....	Retain for the current year +1 in the Office of the Treasurer.	Send to the Records Center for 6 years and then destroy.
	7. banking relationships	Retain while active in the Office of the Treasurer.	Send to the Records Center for 6 years, then destroy.
<b>Budget</b>	<ul style="list-style-type: none"> <li>• budget</li> <li>• budget development database system</li> <li>• budget in .html format</li> </ul>	Retain 1 year of memory in the database system.	Send a paper copy of the detailed budget, including program descriptions to the Archives annually.
<b>Capital Property</b>	<ul style="list-style-type: none"> <li>• capital asset records</li> <li>• equipment leases (MS)</li> <li>• software licenses (IT)</li> <li>• depreciation schedules</li> <li>• property inventory database (OT)</li> <li>• property sold</li> <li>• capital budget committee requests (OT)</li> </ul>	Copies of contracts should be maintained in the department responsible for the contract. Copies of contracts may be sent to the Office of the Secretary / Legal Office.	Retain for 6 years beyond the current administrative use for the records and then destroy.

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<b>Lutheran Center Services and Maintenance</b>	<ul style="list-style-type: none"> <li>• tenant leases</li> <li>• building environmental and safety records (OSHA)</li> <li>• certification for building equipment (elevators, fire extinguishers)</li> <li>• material safety data sheets</li> <li>• blueprints</li> <li>• building permits</li> <li>• maintenance staff records</li> <li>• business continuity plan</li> <li>• postage and shipping</li> <li>• motor vehicle records</li> </ul>	<p>Management Services &amp; HR</p> <p>Building engineer</p> <p>Current only Building engineer &amp; MS</p> <p>Management Company (JL&amp;L) Management Company &amp; online</p> <p>MS, Archives (each unit director)</p> <p>Mail Management Services</p>	<p>Retain active + 2 years destroy</p> <p>Retain active + 5 years destroy</p> <p>Retain active + 2 years destroy</p> <p>Permanent record</p> <p>Retain active + 1 year destroy</p> <p>Archive as produced</p> <p>Current year + 1 year destroy Retain active + 2 years destroy</p>
	<ul style="list-style-type: none"> <li>• injury incident reports</li> <li>• security incident reports</li> </ul>	<p>Send copies of incidents involving possible claims to the insurance manager in the Office of the Secretary.</p>	<p>Retain 5 years after the year the matter is resolved and then destroy.</p>
	<ul style="list-style-type: none"> <li>• property inventory</li> <li>• property sold</li> <li>• telephone billing</li> </ul>	<p>Information Technology only</p>	<p>Retain active + 1 year destroy</p> <p>Current Year and destroy</p>
	<ul style="list-style-type: none"> <li>• project files (bids, vendors, contracts)</li> <li>• budgets (MS &amp; JL&amp;L)</li> </ul>	<p>File may be purged at close of project.</p>	<p>Retain contracts 10 years then destroy. Archive</p>

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<p><b>Mortgage Loan System</b></p>	<ul style="list-style-type: none"> <li>• mortgage loan system consists of real estate loans, social ministry loans, purchased mortgages:</li> <li>• deeds</li> <li>• notes</li> <li>• agreements</li> <li>• 1098's</li> <li>• monthly and year-end reports</li> </ul>	<p>This system tracks the loans issued by the ELCA.. A separate file is created for each year that contains the detailed information relating to a loan. All documents are maintained in hard copy. Active + 1 year in the Office of the Treasurer</p>	<p>Retain year-end reports and legal files 19 years in the Records Center and then destroy.</p>
<p><b>ELCA owned Real Estate (excluding the Lutheran Center and Archives Building)</b></p>	<ul style="list-style-type: none"> <li>• ELCA-owned real estate legal files and notes</li> <li>• deeds</li> <li>• lease abstracts</li> <li>• lease acquisitions</li> <li>• maintenance records</li> <li>• property summaries</li> <li>• property titles</li> <li>• real estate records</li> <li>• repair records</li> <li>• water rights</li> <li>• zoning permits</li> <li>• contracts, property improvement</li> <li>• contract compliance</li> <li>• contract documentation</li> <li>• easements</li> <li>• leases</li> <li>• mortgages</li> <li>• patent agreements</li> <li>• promissory notes</li> </ul>	<p>All documents associated with ELCA real estate files are maintained in hard copy format in individual property files in the Office of the Treasurer for 1 year after the close of activity.</p>	<p>Retain year-end reports and legal files for 19 years in the Records Center, then destroy.</p>

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<b>Mission Investment Fund securities and loans</b>  <i>Accounting</i>	<ul style="list-style-type: none"> <li>• ACH requests</li> <li>• check requests</li> <li>• wire transfer requests</li> </ul>	Keep in the unit for 3 years.	Discard after 7 years.
	<ul style="list-style-type: none"> <li>• audit work papers</li> <li>• offering circular work papers</li> </ul>	Keep in unit for 7 years.	Archive
	<ul style="list-style-type: none"> <li>• bank reconciliation</li> <li>• journal vouchers</li> <li>• bank statements</li> <li>• canceled checks</li> <li>• check register</li> <li>• financial statements</li> <li>• trial balance</li> <li>• mission certificates</li> <li>• accounts payable files</li> <li>• 1099 and tax documents</li> <li>• state annual reports</li> <li>• registered agenda filings</li> <li>• system reconciliation</li> <li>• sub-ledgers</li> </ul>	Keep in unit for 7 years	Discard after 7 years.
	<ul style="list-style-type: none"> <li>• account application</li> <li>• beneficiary form</li> </ul>	Paper copy in unit until account is closed.  Paper copy in unit until account is closed.	Permanent – Archives  May be discarded after 2 years as account has been imaged.

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<i>Investments (in each daily operations file)</i>	<ul style="list-style-type: none"> <li>• IRA self directed form</li> <li>• IRA transfer request form</li> <li>• trust documents</li> <li>• power of attorney</li> <li>• death certificate</li> <li>• executor papers</li> <li>• change of authorization signers</li> <li>• change of address</li> <li>• mission term change of term</li> <li>• account redemption request</li> </ul>	<p>Paper copy in unit until account is closed. (Accounts prior to 2003 will remain in Records Retention Center in paper form for 7 years)</p> <p>Permanent</p> <p>7 years</p>	<p>May be discarded after 2 years as file has been imaged.</p> <p>May be discarded after 7 years</p>
<p style="text-align: center;"><i>Marketing</i></p>	<ul style="list-style-type: none"> <li>• offering circular</li> <li>• quarterly newsletters</li> <li>• media schedules and contracts</li> <li>• new videos/DVDs</li> <li>• year-end report of growth</li> <li>• vendor paid invoices</li> </ul>	<p>Permanent (5copies)</p>	<p>Archive annually</p> <p>Discard after 1 year</p> <p>Archive annually</p> <p>Discard after 1 year</p>
<p style="text-align: center;"><i>Lending</i></p> <p><i>*electronic copy</i></p> <p><i>** electronic copy of application only no attachments</i></p> <p><i>*** system generated; no paper copies retained</i></p>	<ul style="list-style-type: none"> <li>• escrow instructions</li> <li>• *promissory note</li> <li>• *lender's title insurance policy</li> <li>• **loan application</li> <li>• insurance</li> <li>• *attorney's opinion letter</li> <li>• congregation resolutions</li> </ul>	<p>Active in unit for the life of the loan.</p> <p>Active in unit until payoff</p>	<p>Discard after loan is paid off.</p>

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<i>Real estate</i>	<ul style="list-style-type: none"> <li>• satisfaction of mortgage</li> <li>• final disbursement report</li> <li>• *W-9 by congregation</li> <li>• year-end loan report</li> <li>• appraisal</li> <li>• *mortgage/deed of trust</li> </ul>	When paid off, send to the ministry	Send to the ministry
	<ul style="list-style-type: none"> <li>• offer to purchase</li> <li>• deed – MIF owner</li> <li>• title policy – MIF owner</li> <li>• closing statement</li> <li>• survey</li> <li>• soils test</li> <li>• topographical survey</li> <li>• appraisal</li> <li>• environmental study</li> <li>• check requests</li> <li>• satisfactions – forms</li> <li>• offers to purchase</li> <li>• amendments to contracts</li> <li>• assignment of contracts – forms</li> <li>• wire instructions – forms</li> <li>• to be sold list – year end</li> <li>• realtors list</li> <li>•</li> </ul>	Life of the congregation  Active in unit until closing	Send to Records Center for 20 years; then destroy.
	<ul style="list-style-type: none"> <li>• current market analysis</li> <li>• current listing agreement</li> <li>• real estate sub-ledger– year end</li> </ul>	Keep in unit for 20 years	Discard after 20 years

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Records Series	Content	Instructions	Final Disposition
<i>Administration</i>	<ul style="list-style-type: none"> <li>• miscellaneous legal documents</li> <li>• minutes of Board of Trustees</li> <li>• MIF resolutions</li> <li>• IRS letter – master</li> <li>• merger documents</li> <li>• articles of incorporation</li> <li>• bylaws</li> <li>• certificate of name change</li> <li>• certificate of good standing</li> <li>• audit reports</li> <li>• minutes from audit committee meetings</li> </ul>	Retain copy in the unit	Send to Archives annually

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<p><b>ELCA Foundation</b></p> <p><i>Accounting</i></p>	<ul style="list-style-type: none"> <li>• journal entries</li> <li>• revenue distribution memos</li> <li>• accounts payable requests</li> <li>• check registers and bank statements</li>   <li>• brokerage statements     active accounts     inactive accounts</li> <li>• audit work papers</li>   <li>• IFAS</li>   <li>• Budgets</li> </ul>	<p>Document financial entries in the General Ledger; current year+1 in unit</p> <p>Document banking transactions; current year+1 in the unit</p> <p>current year+2 in the Unit</p> <p>Documentation supporting external audit of financial statements; maintain 3 years in the Unit.</p> <p>Electronic documentation of financial transactions.</p> <p>Document annual budget</p>	<p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 4 years; destroy.</p> <p>See general accounting above</p> <p>See budget above</p>
<p><i>Charitable gift annuities</i></p>	<ul style="list-style-type: none"> <li>• investment statements</li>   <li>• active charitable gift annuity files</li> <li>• terminated charitable gift annuities</li>   <li>• IRS form 1099R's</li> </ul>	<p>Document charitable gift annuities and deferred gift transactions; current year+2 in the unit</p> <p>Maintain active files indefinitely. Records of charitable gift annuities; current year +1 in the unit</p> <p>Copies of IRS Form 1099R filed with the Internal Revenue Service; current year+1 in the unit</p>	<p>Records Center 5 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p>

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	<ul style="list-style-type: none"> <li>• reconciliations</li> <li>• deferred gift system reports</li> <li>• regulatory reports</li> <li>• DGS</li> </ul>	<p>Reconciliations of investment, general ledger and donor activity; current year+1 in Unit</p> <p>Document deferred gift transactions current year+1 (year end reports+2) in unit</p> <p>Copies of state filings; current year+2 in unit</p> <p>Electronic documentation of gift annuity transactions.</p>	<p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Maintain three years of history on active contracts; 3 years on terminated contracts</p>
<p><i>Trusts and pooled income funds</i></p>	<ul style="list-style-type: none"> <li>• trust statements</li> <li>• trust tax returns</li> <li>• outside trusts</li> <li>• reconciliations</li> <li>• deferred gift system reports</li> <li>• outside trusts</li> <li>• DGS</li> </ul>	<p>trust transaction; current year+2 filed with IRS; current year +1 outside trust statements CY+1 reconcile investment, general ledger, donor activity; CY+1 deferred gifts; current year+1 held by other trustees; active +1</p> <p>electronic documentation of trust, pooled income transactions; maintains 3 years history on active and terminated contracts</p>	<p>Records Center 6 years; destroy.</p>

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<p><i>Endowments Funds</i></p>	<ul style="list-style-type: none"> <li>• endowment fund pooled trust governing documents</li>   <li>• regulatory reports</li>   <li>• active account files</li>   <li>• inactive account files</li>   <li>• investment statements</li>   <li>• endowment system reports</li>   <li>• reconciliations</li>   <li>• EDS</li> </ul>	<p>Restates Declaration of Trust, investment guidelines, disclosure statements; maintain active documents</p> <p>Copies of state filings; current year+2 in unit</p> <p>Records participant and account activity; maintain active files indefinitely.</p> <p>Records of participant account activity; current year+1 in unit</p> <p>Records of participant account activity; maintain indefinitely</p> <p>Document charitable gift annuities and deferred gift transactions; current year+2 in unit</p> <p>Reconciliations of investment, general ledger, and donor activity; current year+1 in unit</p> <p>Electronic documentation of Endowment Fund financial transactions.</p>	<p>Send copies of all documents to the Archives</p> <p>Records Center 7 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 6 years; destroy.</p> <p>Records Center 5 years; destroy.</p> <p>Records Center 6 years; destroy.</p>

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<i>Gift Processing</i>	<p><i>documents associated with such gifts:</i></p> <ul style="list-style-type: none"> <li>• open estates</li> <li>• closed estates</li> <li>• gifts of cash</li> <li>• gifts of stock</li> <li>• life insurance records</li>   <li>• outside trusts</li> <li>• mineral rights, leases an dividends</li> <li>• batch detail and control reports</li> <li>• gifts of real estate</li>   <li>• RE Raiser's Edge</li> </ul>	<p>maintain indefinitely current year+1 in unit 18 months in unit current year+1 in unit copies of insurance policies; active+1 in unit governing documents; indefinitely; revenue distribution memos; current year+1 in unit</p> <p>maintains current records of all donors to ELCA and Foundation</p>	<p>Records Center 7 years; destroy. Records Center 7 years; destroy. Records Center 6 years; destroy.</p> <p>Records Center 19 years; destroy.</p>
<i>Administration</i>	<ul style="list-style-type: none"> <li>• service contracts</li> <li>• Endowment Fund governing documents</li> <li>• Board of Trustees books and minutes</li> </ul>	<p>governing third party arrangements</p> <p>Articles of Incorporation, bylaws; maintain copy of amended documents Record decisions by the Trustees current year+1 in unit</p>	<p>Send copies of all documents to the Archives</p> <p>Send copies of all minutes to the Office of the Secretary and the Archives</p>
<i>Marketing</i>	<ul style="list-style-type: none"> <li>• Endowment Fund pooled trust quarterly newsletter</li> <li>• marketing collateral</li> <li>• legacies</li> <li>• advertisements</li> <li>• direct mail appeals</li> </ul>	<p>participant communication vehicle; current newsletter Foundation/Development Services donor communications and fund raising pieces; maintain current in unit</p>	<p>Send copies of all to the Archives</p>

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	<ul style="list-style-type: none"> <li>• donor release and wavers</li> <li>• Web site</li> </ul>	individual release for name/image use; maintain indefinitely in unit	Send printout to the Archives
<b>Contracts for Goods or Services</b>	buy/sell agreements <ul style="list-style-type: none"> <li>• contract compliance</li> <li>• contract documentation</li> <li>• contract pay administration</li> </ul>	Maintain in the unit active + 10 years. Send a copy of the contract to the Office of the Secretary / Legal Office for review.	Retain 10 years after period of activity; then destroy. (Period indicated covers the maximum retention period for all states.)

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<b>Insurance Management</b>	<ul style="list-style-type: none"> <li>completed commercial general liability, automobile liability, and worker compensation injury incident reports</li> <li>completed claim forms and insurance claim settlement documents</li> </ul>	Risk Manager retains in the Office of the Secretary for 2 years after close of the file.	Transfer to the Records Center for 13 years, and then destroy.
	<ul style="list-style-type: none"> <li>all liability insurance policies               <ul style="list-style-type: none"> <li>Commercial General Liability</li> <li>Automobile Liability</li> <li>D&amp;O/Employment Practices Liability</li> <li>Workers Compensation</li> <li>Umbrella/Excess Liability</li> <li>any other liability policies</li> </ul> </li> </ul>	Risk Manager retains active and cancelled insurance policies in the Office of the Secretary for 5 years. Active and cancelled liability insurance policies must never be destroyed.	Send the original insurance policy and termination sheet to the Archives for permanent retention. <b>Do not destroy.</b>
	<ul style="list-style-type: none"> <li>all liability insurance claims</li> </ul>	Risk Manager retains active and cancelled insurance policies in the Office of the Secretary for 5 years.	Transfer to the Records Center for 30 years, and then destroy.
	<ul style="list-style-type: none"> <li>all property-related and commercial crime insurance policies</li> </ul>	Risk Manager retains active and cancelled insurance policies in the Office of the Secretary for 5 years.	Transfer to the Records Center for 10 years, and then destroy.

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	<ul style="list-style-type: none"> <li>property insurance and commercial crime insurance claims</li> <li></li> </ul>	Risk Manager retains in the Office of the Secretary for 5 years after the close of the file.	Transfer to the Records Center for 15 years, and then destroy.
	<ul style="list-style-type: none"> <li>all surety bonds</li> </ul>	Risk Manager retains in the Office of the Secretary for 5 years.	Transfer to the Records Center for 25 years, and then destroy.
	<ul style="list-style-type: none"> <li>inbound insurance certificates from vendors, suppliers, contractors, subcontractors, and any other service providers (Certain insurance files and insurance information, such as inbound insurance certificates, may be part of different ELCA unit files.)</li> </ul>	Risk Manager retains in the Office of the Secretary for 3 years.	Transfer to the Archives for permanent retention. <b>Do not destroy.</b>
	<ul style="list-style-type: none"> <li>Property insurance valuation reports</li> </ul>	Risk Manager retains in the Office of the Secretary for 5 years	Transfer to the Archives for permanent retention. <b>Do not destroy.</b>

**Records Retention Schedule  
ELCA Churchwide Office**

**Business Records**

Records Series	Content	Instructions	Final Disposition
<b>Personnel Records</b>	Permanent: <ul style="list-style-type: none"> <li>• applications</li> <li>• resumes</li> <li>• position descriptions</li> <li>• offer letter</li> <li>• acceptance letter</li> <li>• separation form</li> <li>• background checks</li> </ul>	(A separate schedule governs the missionary personnel records held by the Division for Global Mission)	The first group of records is identified as the permanent personnel file and should be transferred to the Archives within a year after the person has terminated service.
	Temporary: <ul style="list-style-type: none"> <li>• salary contracts and change notices</li> <li>• personnel action forms</li> <li>• emergency notification</li> <li>• relocation records</li> <li>• performance appraisals</li> <li>• accident reports</li> <li>• education assistance</li> <li>• correspondence related to salary compensation and benefits</li> <li>• FMLA disability and compensation</li> <li>• INS I-9 forms</li> </ul>		According to Illinois statute, the temporary records should be destroyed at 1-3 year intervals and are not to be sent to the Archives
	<ul style="list-style-type: none"> <li>• position descriptions</li> </ul>		Destroy 1 year after superseded.
	<ul style="list-style-type: none"> <li>• applications for employment</li> </ul>		Retain 1 year; then destroy.

**Records Retention Schedule  
ELCA Churchwide Office**

**Business Records**

Records Series	Content	Instructions	Final Disposition
<b>Candidacy Records</b>	<ul style="list-style-type: none"> <li>Candidacy records (paper and electronic)</li> </ul>		Send paper files to the Records Center
<b>Records Management</b>	<ul style="list-style-type: none"> <li>Records management policy and procedures</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Records Center Inventory</li> <li>Record destruction inventory</li> </ul>	<p>Current version in hard copy and .HTML and .PDF formats.</p> <hr/> <p>Database maintains active Records Center Inventory</p> <p>Database retains 10 years of records destruction inventory in memory.</p>	<p>Send records management policy documents to the Archives as produced.</p> <hr/> <p>Paper Records Center inventory records are retained for active life + 1 year and then destroyed.</p> <p>Retain 10 years of Records destruction inventory in electronic memory and then destroy.</p>
<b>Policy and procedure documents</b>	<ul style="list-style-type: none"> <li>Policy manuals</li> <li>Procedure manuals and guidelines</li> </ul>	Retain the current editions in the units and on the Web Intranet (Historic copies may be kept in the unit if clearly identified as such.)	Send copies to the Archives as produced.
<b>Statistical and Narrative Reports</b>	<ul style="list-style-type: none"> <li>constituent research narrative reports</li> <li>research in response to requests from congregations, synods, and churchwide units reports</li> <li>demographic studies</li> </ul>	<p>database systems</p> <p>Selected reports are cataloged in the ELCA Library Catalog with full text maintained in PDF format.</p>	Send reports to the Archives as produced.

**Records Retention Schedule  
ELCA Churchwide Office**

**Business Records**

Records Series	Content	Instructions	Final Disposition
<b>Legal</b>	<ul style="list-style-type: none"> <li>litigation files</li> </ul>	At the close of litigation, flag disposition before sending to the Records Center for 10 years.	After 10 years, archive or destroy as indicated.
	<ul style="list-style-type: none"> <li>disciplinary hearing committee files for individuals</li> <li>disciplinary hearing committee files for congregations</li> </ul>	Archived files may be accessed only with the permission of the Secretary or General Counsel of ELCA	Send to the Archives 10 years after close of action.
	<ul style="list-style-type: none"> <li>proxies, signed</li> <li>amicus briefs</li> </ul>	Originator of the amicus brief is responsible for retention	Once executed, send to the Archives.
	<ul style="list-style-type: none"> <li>licenses</li> <li>contracts</li> <li>sample contract database (OS/legal)</li> </ul>	Retain in the unit for 10 years after expiration.	Retain for the period of activity + 10 years, then destroy.
	<ul style="list-style-type: none"> <li>articles of incorporation</li> <li>other corporate legal documents</li> </ul>	Retain in Legal Office while active.	Send documents for inactive corporations to the Archives.
	<ul style="list-style-type: none"> <li>state tax exempt records</li> <li>state registrations of corporate name</li> <li>federal exemption records</li> </ul>	Maintain current state filings database.  Federal exemption database must contain all history.	Send copies of corporate name registration to the Archives.

**Records Retention Schedule  
ELCA Churchwide Office**

**Business Records**

Records Series	Content	Instructions	Final Disposition
<b>Correspondence</b>	<ul style="list-style-type: none"><li>• letters</li><li>• e-mail</li></ul>	File letters and responses together. Print out significant e-mail together with your reply.	Send to the Archives at 3 year intervals