

PRESBYTERIAN HISTORICAL SOCIETY

EXECUTIVE DIRECTOR'S OFFICE

Record Title and Description	Retention	Disposition Instructions
Bequests (Use copy-record copy is Located in the Development Office and retained permanently.)	Active	Destroy when no longer needed.
Board Files (Includes agendas, minutes, the annual report of the Executive Director, Committee reports, mission/vision statements, and correspondence. See definitions of correspondence for guidance.)	Permanent	Transfer to the archives when no longer needed.
Board Minutes (Director's Record Copy)	Permanent	Transfer to the archives after approval by the General Assembly.
Calendar of the Director (including electronic version)	Permanent	Transfer to the archives after each calendar year.
Consultations (May include reports, agendas, and minutes.	Permanent	Transfer to the archives when no longer needed.
Correspondence- General (includes requests for information or Publications, payments, receipts, routine courtesy letters, and does not document policies, procedures, and decision-making. It can be in paper or electronic format.)	No more than 2 years	Destroy hard copies and delete email versions.
Correspondence-non-business (Includes non-business related Messages, junk mail, spam and hard Copies of general announcements. It can be in paper and electronic format.)	Active	This type of correspondence can be maintained in hard or electronic format for its entire retention period. Destroy hard copies and electronic versions as soon as possible.

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<p>Correspondence-Official (This documents the major activities and programs of an office and the events involving the formulation, evolution, and ultimate implementation of agency policy.)</p> <p>It is incoming and outgoing and may consist of letters, notes, memoranda, directives, policy statements and other information commonly found in the body of the message and/or any attachments to the message. Official correspondence is generally created by upper level administrative staff. It can be in paper or electronic format.</p>	Permanent	<p>File significant mail and replies in hard copy in existing paper filing systems and transfer to the archives when administrative value has ended.</p> <p>For email, file significant correspondence in Outlook folders and export folder to a .pst file when no longer regularly used. Transfer to the archives when incumbent leaves the position.</p>
<p>Friends of Old Pine (Includes minutes, brochures, and correspondence for information purposes.)</p>	Active	Discard when no longer useful.
<p>Grants- Funded/Use Copy (Original proposal, budget, final report, and official correspondence in the Development Office.)</p>	Active	Discard when no longer useful.
<p>Policies and Procedures (Issued by PHS. Policies guide and set present and future decisions and are authoritative communications. Procedures document the steps needed to provide services or activities.)</p>	Permanent	Transfer to the archives when changed or superseded.
<p>Presentations and writings of the Director (May include: date of a Speech or lecture, publications, location of event, text of speech, lecture, or presentation.)</p>	Permanent	Retain in office or transfer to the archives when no longer needed.
<p>Reference/Information Files (These are external publications and resources sent to or collected by the office and used for informational purposes such as resources on foundations and similar organizations, brochures, general information requests, grant forms from external agencies, and publications from professional organizations.)</p>	Active	Discard when no longer needed.

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Reports and Attachments (Includes: Task Forces, Ad hoc or special Committees concerning PHS activities such as the 300 th Anniversary in 2006, for which the Director is responsible. If member and not Chair or Recorder, discard when no longer needed.	Permanent	Transfer to the archives when no longer needed.
Requests for Proposals/Use Copy (Building Maintenance - Record Copy held by Finance and Administration.)	Active	Discard when no longer needed.
Salaries List/Use Copies	Active	Destroy when no longer useful or superseded.
Strategic Plans (Adopted by Senior Staff)	Permanent	Transfer to the archives when changed or superseded.

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Administrative Assistant to the Director

Record Title and Description	Retention	Disposition Instructions
Budget and Expense Reports	3 years	Destroy
Board files (Includes: travel logistics, hotel folios, catering information, and logistical files.	3 years	Destroy
Meeting Files (Includes: travel logistics, hotel folios, catering files, and other logistical records for meeting planning.)	Active	Destroy when meeting is finished, bills are paid, and when no longer needed.
Mailing Lists	Active	Destroy when no longer needed or superseded.
Minutes-Senior Staff Meetings (May include agendas, retreat Strategic planning, reports, minutes, and attachments to minutes, etc.)	Permanent	Transfer to the archives when no longer needed.
Vouchers: (Includes: travel, hotel, food, and mileage for staff and board members.)	3 years	Destroy

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Office of the Director for Administration

Record Title and Description	Retention	Disposition Instructions
Accidents and Injuries Report	Settled + 5 years	Destroy
Audit (Use copy-record copy is located in the Office of the Associate for Administration and Finance and retained permanently.)	Active	Destroy when superseded or no longer needed.
Budget-Record Copy	Permanent	Transfer to the archives when no longer needed.
Bid Files-Successful (These are for projects greater than or equal to \$15,000.)	Permanent	Transfer to the archives when no longer needed.
Bid Files-Successful (These are For projects less than \$15,000.)	Active + 5 years	Destroy 5 years after project is completed.
Citations (from City)	5 years	Destroy
Contracts-Independent or Personal Service	Expiration + 6 years	Destroy
Correspondence-General (General correspondence includes requests for information or publications, receipts, routine courtesy letters. It does not document policies and procedures and decision-making. It can be in paper or electronic format.)	No more than 2 years	Destroy hard copies and delete electronic messages within 2 years.
Correspondence-Non-business (These are personal messages, junk mail, spam, and duplicate copies of general announcements. It can be in paper or electronic Format.)	Active	This type of correspondence can be maintained in electronic format for its entire retention period. Discard hard copies and delete electronic versions as soon as possible.

PRESBYTERIAN HISTORICAL SOCIETY		
Record Title and Description	Retention	Disposition Instructions
<p>Correspondence-Official (This documents the major activities and programs of a department and the events involving the formulation, evolution, and ultimate implementation of agency policy. It is incoming and outgoing and may consist of letters, directives, memoranda, policy statements, and other information commonly found in the body of the message and/or any attachments. Official correspondence is generally created by upper level administrative staff. It can be in paper or electronic format.</p>	Permanent	<p>File significant mail and replies in hard copy in Existing paper filing systems and transfer to the Archives when the administrative value has ended.</p> <p>For email, files significant correspondence in Outlook folders and export email folder to a .pst file when no longer regularly used. Transfer to the archives via electronic transfer when the Incumbent leaves the position.</p>
Financial Records		
Tax 990 File	Permanent	Transfer to the archives when no longer needed.
Tax Exempt Status	Permanent	Retain in office.
Institutional Records		
Building Certifications		
Contracts, Leases and Agreements (Does not include employment or donor contracts.)	Expiration + 8 years	Destroy
Insurance Policies	Active + 7 years	Destroy 7 years after policy or Agreement has expired.
Property Appraisals (by external agencies)	Permanent	Transfer to the archives when no longer needed.
Property Blueprints, Utility Diagrams	Permanent	Retain in office.
Raw Reports to the Board	Active	Destroy when official report is approved.
Renovation Files	Permanent	Transfer to the archives when no longer needed.

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Record Title and Description	Retention	Disposition Instructions
Risk Management Files	Permanent	Transfer to the archives when no longer needed.
Human Resources		
I-9s	Active + 3 years	Destroy 3 years after termination of employment.
Personnel Files	Active + 6 years	Destroy 6 years after termination of employee.
Position Descriptions	Permanent	Transfer to the archives when no longer needed.
Search Files	Active + 5 years	Destroy

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Associate for Administration and Finance

Record Title and Description	Retention	Disposition Instructions
Accounts Payable	7 years	Destroy
Accounts Receivable	7 years	Destroy
Audit/Annual Financial	Permanent	Transfer to the archives when no longer needed.
Bank reconciliations, statements, deposits, electronic funds, cancelled checks, and transfer evidence	7 years	Destroy
Budget and Expense Reports	3 years	Destroy
Budget Work Papers	8 years	Destroy
Credit Card Income	7 years	Destroy
Endowment Statements	Active + 7 years	Destroy
General Assembly Files/ Staff Participation in professional meetings (Includes: registrations, hotel, and travel records for staff.)	Active	Discard when no longer needed.
Inventory of Equipment	Active	Discard when superseded.
Journal Vouchers	7 years	Destroy
Petty Cash Vouchers	7 years	Destroy
Year-End Financial Statements	Permanent	Transfer to the archives when no longer needed.

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Record Title and Description	Retention	Disposition Instructions
Director of Programs and Services		
Attestations	Current + 1 year in the department	Retain 50 years. Destroy.
Call Slips	Active + 1 year	Destroy
Copy/Duplication Orders	3 years	Destroy
Disaster Plan	Permanent	Transfer to the archives when superseded.
Display Loan Files	3 years	Destroy
Local Church History Files	Permanent	Transfer to the archives when no longer needed.
Microfilm Quality Control Files	Permanent	Transfer to the archives when no longer needed.
Mid-Council/National Offices Correspondence	Current + 1 year in Reference Department	Review for complex issues and topics and retain in the archives for 5 years.
Monthly Reports (from staff)	Permanent	Transfer to the archives when no longer needed.
Permission to Publish Contracts	Permanent	Transfer to the archives when no longer needed.
Pest Control Reports	5 years	Destroy
PHS Matters	Permanent	Transfer to the archives when no longer needed.
Recordings of events, activities, and functions of PHS (These replace or supplement more traditional recordkeeping but may be useful in documenting the administrative history of the agency. Includes: video, audio, CDs, and DVD formats. Date and title the medium before transfer to the archives.)	Life Expectancy	Transfer one copy of each to the archives.

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Record Title and Description	Retention	Disposition Instructions
Reference Correspondence (General)	Current year + 1 year in Reference Department	Review after 5 years and retain reference files for complex and/or important issues.
Reference Correspondence (Fat files)	Current year + 1 year in Reference Department	Review after 5 years and retain reference for complex issues and recurring topics.
Registration Forms	25 years	Destroy
Reproduction forms 03-115a	Permanent	Transfer to the archives when no longer needed.