

Presbyterian Church (U.S.A.)

Office of the General Assembly

Schedule Date - March 2011

Miscellaneous Records – All Departments

Record title and Description	Retention	Disposition Instructions
Accounts Payable	3 years	Destroy
Budget and Expense Reports	3 years	Destroy
Contracts, Independent or Personal Service	Expiration + 6 years	Destroy
Committee Files (Member/staff support copies-minutes, travel arrangements, travel vouchers, catering information)	3 years	Destroy
Committee Files-Record Copies (Includes: agendas, minutes, committee reports, and correspondence. Destroy travel, catering information, and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Correspondence-General (General correspondence includes requests for information or publications, receipts, routine courtesy letters. It does not document policies and decision-making. It can be in paper or electronic format.)	2 years	Destroy hard copies and delete electronic messages from computers
Correspondence – Non-business (These are non-business and 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. Destroy hard copies and electronic versions as soon as possible

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Record title and Description	Retention	Disposition Instructions
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, memoranda, directives, 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.)	Permanent	Transfer to the Archives. Print significant email and replies and file in paper filing systems. Transfer to the archives when no longer regularly referenced.
General Assembly Files (Registrations, ticket orders, hotel, and travel records for staff)	Active	Discard when no longer needed
Journal Vouchers	3 years	Destroy
Mailing Lists	Active	Destroy when superseded or no longer needed
Manuals/Handbooks/Policies and Procedures (produced by each department. These can be in hard copy or electronic format)	Permanent	Transfer two copies of each to the Archives on a regular basis
Meeting Arrangement Files (May include hotel folios, travel arrangements/itineraries, catering materials, conference room rentals, and registrations.)	3 years	Destroy
Publications/Brochures/Resources (Issued by each department. Includes: newsletters, study guides, handbooks, guidelines, reports, etc. These can be in paper and electronic formats.)	Permanent	Transfer two copies of each to the Archives on a yearly basis

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Record title and Description	Retention	Disposition Instructions
Records Transfer Files (Records sent to the Archives or Records Center)	Permanent	Retain in Office
Recordings of events, activities and functions of a department, its programs and operations. The information in this series often replaces or supplements more traditional recordkeeping but may be useful in documenting the administrative history of the department. <i>Includes video, audio, CD, and DVD formats.</i> (Identify the event and participants. Date and title the medium before transfer to the archives.)	Life Expectancy	Transfer to the Archives when no longer needed administratively
Reference Materials (Includes external publications and resources used for informational purposes.)	Active	Discard when no longer needed
Shipping and Freight Files	Current + 1 year	Destroy
Staff Meeting Minutes (Includes internal meetings of departments and offices and reflects inter-workings of a work area. The minutes may involve information on direction, clarifying procedures and development of ideas, as well as the more personal and social aspects of a department or office. <i>These minutes do not document substantive issues or policy-making decisions or program development.</i>)	3 years	Destroy

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Department of the Stated Clerk

Record title and Description	Retention	Disposition Instructions
A Corporation Minutes	Permanent	Transfer to the Archives after approval by the General Assembly
Accidents and Injuries Report	Settled + 5 years	Destroy
Affirmative Action Recruitment (Equal Employment Opportunity)	5 years	Destroy
Statements/ Endorsements by the Stated Clerk	Permanent	Transfer to the Archives when no longer regularly referenced
Annual or Summary Report to the General Assembly (May be in paper or electronic format.)	Permanent	Transfer two copies to the Archives after the General Assembly
Budget-Annual	Permanent	Transfer to the Archives when no longer regularly referenced
Cassettes of Previous General Assemblies (This is raw footage shot by Communications and Funds Development)	5 years	Destroy
Commissioner's Training Media (Includes: videos, DVDs/CDs of training for Commissioners and Advisory Delegates)	Life Expectancy	Transfer two copies to the Archives after the Assembly in which the training is used
Committee on the Office of the General Assembly (Retain minutes of meetings, reports, agendas, and correspondence permanently. See definitions of general, non-business, and official correspondence for guidance. Discard fiscal and meeting arrangements records after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Contracts, Leases, and Agreements (does NOT include employment or donor contracts)	Expiration + 8 years	Destroy

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Department of the Stated Clerk

Record title and Description	Retention	Disposition Instructions
Congratulatory/Condolence Letters from the Stated Clerk (<i>sample letters and retain those concerning prominent Church leaders</i>)	Permanent	Transfer to the Archives at the end of each term
Foundation-Presbyterian Foundation Minutes (Record Copy)	Permanent	Transfer to the Archives after approval by the General Assembly
Presbyterian Mission Agency Minutes (Record Copy)	Permanent	Transfer to the Archives after approval by the General Assembly
Presbyterian Mission Agency Executive Council Minutes (Record Copy)	Permanent	Transfer to the Archives after approval by the General Assembly
General Assembly Committee Reviews (OGA, PMA, its ministry areas and other related bodies)	Permanent	Transfer to the Archives after end of term
General Ledger	Permanent	Transfer to the Archives when no longer regularly referenced
Governmental Action and Investigation	Permanent	Transfer to the Archives when no longer regularly referenced
Grievance Files	5 years	Destroy 5 years after resolution. If grievance is subject to an ongoing investigation, administrative proceeding or litigation, destroy 5 years after end of investigation, proceeding, or litigation.
Guidelines for the Moderator/ Vice-Moderator of the General Assembly	Permanent	Transfer to the Archives when superseded or after Moderator has left office
Journal of Past General Assembly (Rough Notes)	5 years	Destroy

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Record title and Description	Retention	Disposition Instructions
Moderator Candidate Packages (May be in paper or electronic formats)	Permanent	Transfer to the Archives after the election at GA
Moderator Conference Files (Includes: programs, registration, worship booklets, participant's and recordings of plenaries. Destroy hotel folios, travel arrangements, catering information, and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Moderator's Correspondence (This documents the Moderator's official visits, special statements, sermons, and activities as Moderator. It can be in paper or in electronic format.)	Permanent	Transfer to the Archives. Print significant email and file in paper filing systems and transfer to the Archives after the Moderator has left office
Moderator's Invitations (select a sample of the types of invites and geographic locations)	Permanent	Transfer to the Archives after the Moderator has left office
Per Capita Report	Permanent	Transfer to the Archives when no longer regularly referenced
Permanent and Special Committee Files (Includes agendas, minutes, reports, and correspondence. Destroy travel, catering information, and logistical files after 3 years.)	Permanent	Transfer to the Archives after the Committee has completed its charge and reported to the General Assembly
Personnel Files (Ordained and Mission personnel files are permanent)	Active + 6 years	Destroy 6 years after termination
Search/Recruiting Files	5 years	Destroy
Staff Coordinating Cabinet Minutes	Permanent	Transfer to the Archives when no longer regularly referenced
Speeches/Sermons by the Stated Clerk (These can be in hard copy or in electronic format)	Permanent	Transfer to the Archives at the end of term

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Record title and Description	Retention	Disposition Instructions
Highlights of the General Assembly (May include convening of the Assembly, highlights of the Moderator election, special events and activities such as worship services, examples of committee work and plenary activities. Does not include the raw footage taken throughout the Assembly. May be CDs, videos, or DVDs)	Permanent	Transfer one copy to the Archives after the Assembly

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Communication, Development, and Technology

Record title and Description	Retention	Disposition Instructions
Accounts Receivable: Labels, Lists, and Diskettes	3 years	Destroy
Annual or Summary Reports (May be in paper or electronic format)	Permanent	Transfer to the Archives when no longer regularly referenced
Blogs (Moderator and Vice-Moderator)	Permanent	Capture snapshots of the blogs at different times during moderator terms, especially at the beginning and ending of the two year term and during times when the Moderator and Vice-Moderator discuss important issues in the Church.
Card Requests	1 month	Destroy
Change of Address Form	Active	Destroy when no longer needed
Church Change Form (Retained by Presbytery)	Active	Destroy when no longer needed
Clerk of Session Files	Active	Destroy when no longer needed
Congregational Statistical Report	Active	Destroy 1 year after publication in Survey prepared by Research Services
Data Transfer File	Active	Destroy after completion of audit
Director's Files (Includes memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
Fineline Reports	Current + 1 year	Destroy

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Communication, Development, and Technology

Record title and Description	Retention	Disposition Instructions
Information Management Plans	Permanent	Transfer copy of database, software, and documentation to the Archives upon receipt of new data plan
Inactive Roll	Permanent	Information is published yearly in the Minutes Part II Statistics – Record Copy
Inquirer's Files (Record copy at the Candidate's Presbytery)	5 years	Destroy
Label Invoices	3 years	Destroy
Mailing Lists	Active	Destroy when superseded or no longer useful
Member Referral Program Files (Includes referral cards, referral fax sheets, and referral bulletins)	1 year	Destroy
Ministers on Roll of Presbytery/ Five Part Form	Active	Destroy 10 years after death of minister. The information is published in the Minutes Part II Statistics
Ministerial Summary	Active	Destroy when no longer useful
Monthly Talley	3 years	Destroy
Notice of Temporary Exclusion or Removal from Roll	Active + 3 years	Destroy 3 years after printed in Minutes Part II Statistics
Per Capita Apportionment	Active	Destroy after publication in Minutes Part II Statistics
Projects and Planning Files	Permanent	Transfer to the Archives when no longer regularly referenced
Program Listings	Active + 6 months	Destroy

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Communication, Development, and Technology

Record title and Description	Retention	Disposition Instructions
Session Annual Statistical Reports	Current + 1 year	Destroy after publication in Minutes Part II Statistics
Statements by the Moderator (Web-based publications on Centernet)	Permanent	Print hard copy and transfer to the Archives at the end of each year
Statements by the Stated Clerk (Web-based publication on Centernet)	Permanent	Print hard copy and transfer to the Archives at the end of each year
Statements by the Vice-Moderator (Web-based publications on Centernet)	Permanent	Print hard copy and transfer to the Archives at the end of each year
Summary of Church Changes	Active	Destroy after publication in Minutes Part II Statistics
Survey Materials	3 years	Destroy
Weekly Reports	Current + 3 months	Destroy

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Department of Constitutional Services

Record title and Description	Retention	Disposition Instructions
Advisory Committee on the Constitution (Includes agendas, minutes, committee reports, judicial decisions, and correspondence. See definitions of general, non-business, and official correspondence for guidance. Discard travel itineraries, hotel folios, catering information, and travel vouchers after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Advisory Committee on Litigation (Includes agendas, minutes, committee reports, judicial decisions, and correspondence. See definitions of general, non-business, and official correspondence for guidance. Discard travel itineraries, hotel folios, catering information, and travel vouchers after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Amicus Briefs (Includes: rulings and decisions, as well as relevant correspondence regarding sign-on and actions)	Permanent	Transfer to the Archives when no longer regularly referenced
Annotated Book of Order (In hard copy and/or electronic format)	Permanent	Transfer two copies of each to the Archives when new version is generated
Annual or Summary Reports (In hard copy or electronic format)	Permanent	Transfer to the Archives when no longer regularly referenced
Book of Confession (English, Spanish, Korean language versions)	Permanent	Transfer two copies to the Archives after each new edition is generated
Book of Order (English, Spanish, Korean, and Portuguese language editions)	Permanent	Transfer two copies to the Archives after each new edition is generated
Chronological Files/Polity Letter Book	Permanent	Transfer to the Archives when no longer regularly referenced

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Department of Constitutional Services

Record title and Description	Retention	Disposition Instructions
Church Property Case Files	Permanent	Transfer inactive and closed files to the Archives when no longer regularly referenced
Civil Case Files	Permanent	Transfer inactive and closed files to the Archives when no longer regularly referenced
Director's Files (Includes: memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
Ethnic Code Statistics Report	Permanent	Transfer to the Archives when no longer regularly referenced
Overtures	Current + 2 years	Destroy after publication in Minutes Part I
Permanent Judicial Commission Files (Includes agendas, minutes, PJC decisions, and correspondence. See definitions of general, non-business, and official correspondence for guidance. Discard travel itineraries, hotel folios, catering information, and travel vouchers after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Travel and Training Events (Retain agenda, and copy of presentation. Discard travel and logistical records after 3 years)	Permanent	Transfer to the Archives after no longer regularly referenced.
Video, Audio Recordings of Meetings	Active	Destroy 30 days after the meeting at which the minutes are approved. If minutes are disputed, destroy after resolution of dispute.

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Department of Ecumenical and Agency Relations

Record title and Description	Retention	Disposition Instructions
Advisory Committee on Ecumenical Relations Files (Includes agendas, minutes, committee reports, and correspondence. See definitions of general, non-business and official correspondence for guidance. Discard travel, catering, and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Agency and Council Minutes (External organizations' use copies for informational purposes, not record copies)	Active	Discard when no longer useful
Application for Nominations Packets	Permanent	Send nomination packets to the Archives when changed or superseded
Applicants for Ecumenical Relations Committee	Current + 3 years	Destroy
Applications to GANC (Received applications)	Current + 6 years	Destroy
Appraisal Forms-Nominating Committee	Current + 6 years	Destroy
Associate's Files (Includes: memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Bank/People (List of people willing to serve on committees)	Active	Destroy when no longer useful
Committee Files (Supporting appointment of a committee or task force)	3 years	Destroy

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Department of Ecumenical and Agency Relations

Record title and Description	Retention	Disposition Instructions
Committee on Ecumenical Relations (Includes: agendas, minutes, committee reports, and correspondence. See definitions of general, non-business, and official correspondence for guidance. Destroy travel, catering, hotel and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Committee on Representation (Includes: agendas, minutes, committee reports, newsletters, and correspondence. See definitions of general, non-business, and official correspondence for guidance. Destroy travel, catering, hotel, and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Director's Files (Includes: memoranda, reports, policies, procedures, and correspondence concerning work with ecumenical agencies such as WCC, CUIC, WARC, etc. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
Directory of Committee Members (May be in hard copy or electronic format)	Permanent	Transfer to the Archives when updated or superseded
Ecclesiastical Endorsements	Permanent	Transfer to the Archives when no longer regularly referenced
Ecumenical Delegates Files (Travel and logistical files)	Current + 3 years	Destroy
Ecumenical Service Award Committee and Nominee Files	Permanent	Transfer nominees' files, winners, and committee minutes to the Archives after each award cycle
Entity List and Descriptions (Can be in paper or electronic format)	Active	Destroy when superseded
GANC Appraisal Forms	Current + 7 years	Destroy

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Department of Ecumenical and Agency Relations

Record title and Description	Retention	Disposition Instructions
General Assembly Nominating Committee Minutes (These are not part of GANC minutes distributed at the General Assembly)	Permanent	Transfer to the Archives when no longer regularly referenced
Governing Body Appraisal Forms	8 years	Destroy by shredding
Overseas Transfer Files	Permanent	Transfer to the Archives when no longer regularly referenced
Reports to the General Assembly	Current + 2 years	Destroy after publication in Minutes Part I
Visual, Audio Recordings (Includes: all formats of recordings of events, activities, and functions of a department, its programs, and operations. The information in this series often replaces or supplements more traditional recordkeeping, but may be useful in documenting the administrative history of the department. Identify the event and participants. Date and title the medium before transfer to the archives.)	Life Expectancy	Transfer two copies of each to the Archives on a yearly basis

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General Assembly Meeting Service

Record Title and Description	Retention	Disposition Instructions
Assembly Arrangement Files (Includes: catering information for events and meetings, layouts of meeting rooms, layouts of plenary and exhibit halls, security arrangements, logistics, ticket sales, and registration)	7 years	Destroy 7 years after the financial activities have been closed for the Assembly or Big Tent, or Pastor's Sabbath
Bible Studies and Worship Books (Sunday, Daily, and Ecumenical)	Permanent	Transfer two copies of each after each Assembly, Big Tent, or Pastor's Sabbath
Budget (Committee on Local Arrangements) Final Budget	Permanent	Transfer to the Archives when no longer regularly referenced
Commissioner's Lists (Commissioners, Theological Student Advisory Delegates, Youth Advisory Delegates, Ecumenical Advisory Delegates, Missionary Advisory Delegates)	Active	Maintain in office until printed in the Minutes Part I
Committee Files (member/staff support copies-minutes, travel arrangements, hotel folios, catering information)	3 years	Destroy
Committee on Local Arrangement Files (Includes agendas, minutes, reports, and correspondence. See definitions for general, non-business, and official correspondence for guidance. Discard travel itineraries, catering information, hotel room arrangements, and travel vouchers after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Committee on Local Arrangements (COLA) Final Report	Permanent	Transfer to the Archives when no longer regularly referenced
Contracts-Services	7 years	Destroy
Contracts- Repairs, Leases	7 years	Destroy
Contracts- Facilities	7 years	Destroy

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General Assembly Meeting Service

Record Title and Description	Retention	Disposition Instructions
Director's Files (Includes: memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
Evaluations of the General Assembly Final Report	Permanent	Transfer to the Archives when no longer regularly referenced
Event Billing	7 years	Destroy
Exhibit Hall Billing	7 years	Destroy
Exhibit Hall Request Files	7 years	Destroy
Future or Potential Sites for General Assembly or Big Tent	Active	Discard when no longer under consideration
Hotel Invoices/Expenses	7 years	Destroy
Invitations from Presbyteries to Host Assemblies (Retain correspondence involving selection)	Active	Discard when no longer under consideration
Leadership Briefing Manual	Permanent	Transfer to the Archives after each Assembly
Manual of the General Assembly	Permanent	Transfer two copies to the Archives after General Assembly
Manuals (Commissioners, YAD, TSAD, EAD, MAD, and COLA)	Permanent	Transfer two copies to the Archives after General Assembly
News Kits	Permanent	Transfer to the Archives when no longer regularly referenced
Platform Briefing	Permanent	Transfer to the Archives after each Assembly
Photocopy Services Invoices	7 years	Destroy

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General Assembly Meeting Service

Record Title and Description	Retention	Disposition Instructions
Programs, Promotional Materials (General Assembly, Big Tent, Pastor's Sabbath)	Permanent	Transfer two copies of each to the Archives
Promotional and/or Highlights (Includes video, CD, DVD formats of General Assembly, Big Tent, and Pastor's Sabbath events, training events, celebrations, plenary meetings, and worship services used as documentary record of the meeting.)	Life Expectancy	Transfer two copies of each to the Archives after each meeting
Registration Packets (Includes: General Assembly, Big Tent, Pastor's Sabbath. May be in hard copy or electronic format)	Permanent	Transfer two copies of each to the Archives
Script Docket	5 years	Destroy
Shipping and Freight Records (General Assembly, Big Tent and Pastor's Sabbath)	3 years	Destroy
Space Assignments	5 years	Destroy
Ticket Sales	7 years	Destroy
Travel and Housing Vouchers And Folios (Staff)	7 years	Destroy

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Ordered Ministries and Certifications

Record Title and Description	Retention	Disposition Instructions
Advisory Committee/Task Force Files Record Copies (Includes agendas, minutes, committee reports and correspondence. See definitions for general, non-business and official correspondence for guidance)	Permanent	Transfer to the Archives when no longer regularly referenced
Annual or Summary Reports	Permanent	Transfer to the Archives
Committee Files (Member or support staff copies-minutes, travel arrangements, travel vouchers, catering information)	3 years	Destroy
Covenant Agreements/Memoranda of Understanding with partner organizations	Permanent	Transfer to the Archives when no longer regularly referenced.
Director's Files (Includes: memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
ECO Reports	Permanent	Transfer to the Archives
Minutes of Governing/Advisory Boards	Permanent	Transfer record copies to the Archives when no longer regularly referenced.
Personnel Files (non-ordained personnel) record copy in Human Resources	3 years	Destroy 3 years after termination of employment.
Search Files (department copies) If search files are generated in the department, retain files for 5 years after search is completed and then destroy.	5 years	Destroy

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Ordered Ministries and Certifications

Record Title and Description	Retention	Disposition Instructions
Vouchers (includes travel, hotel, food, mileage, expenses, etc.)	3 years	Destroy
Web Pages (Vocation)	Active	Appraise web pages for information that has long-term /permanent value according to the retention schedule (i.e. newsletters, reports, publications and statements) and print into hard copy format.

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Preparation for Ministry and Ordination Exams

Record Title and Description	Retention	Disposition Instructions
Advisory Committee/Task Force Files -Record copies (Includes: agendas, minutes, committee reports, and correspondence. See definitions of general, official, non-business correspondence for guidance. Destroy travel, catering and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Associate's Files (includes memoranda, reports, policies, and procedures and correspondence. See definitions of general, official, and non-business correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Conference Files-Staff participation (Includes arrangements, travel, hotel folios, meal information)	3 years	Destroy
Handbooks/Manuals/Guidelines and Procedures (produced by department. These can be in hard copy or electronic format.)	Permanent	Transfer two copies of each to the Archives on a yearly basis.
Meeting Arrangement Files (May include hotel folios, travel arrangements/itineraries, catering materials, conference room rentals, and registrations)	3 years	Destroy
Ordination Examinations (one copy of each)	Permanent	Transfer to the Archives on a yearly basis
Ordination Grades	Permanent	Transfer to the Archives when no longer regularly referenced
Presbyteries Cooperative Committee on Examinations for Candidate Examinations Minutes	Permanent	Transfer to the Archives when no longer regularly referenced.
Travel and Training Events	3 years	Destroy

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Christian Education Certification/Christian Vocation

Record Title and Description	Retention	Disposition Instructions
Agreements (Covenant Agreements with Association of Presbyterian Church Educators – yearly revisions, through Presbyterian Mission Agency)	Permanent	Transfer to the Archives when no longer regularly referenced.
Application Packets	Permanent	Transfer two copies of each to the Archives on a yearly basis.
APCE Files – Association of Presbyterian Church Educators (Retain Associate’s handouts, workshop syllabi of training sessions. Discard registration, travel arrangements, and expenses after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Associate’s Files (Includes: memoranda, reports, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced.
Certification Files-Active (Includes: application, transcripts, and related correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Retain in office until certification process is complete.
Certification Files-Inactive	10 years	Transfer to the Records Center when no longer regularly referenced. Destroy 10 years after placed in withdrawn files.
Certified Christian Educators Files (Includes records for those who have completed the Certification process. Includes: application, transcripts, pass exam, certificate, and related correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced

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Christian Education Certification/Christian Vocation

Record Title and Description	Retention	Disposition Instructions
Certification Packets	Permanent	Transfer two copies of each to the Archives on a yearly basis.
Educator Certification Council Minutes	Permanent	Transfer to the Archives when no longer regularly referenced.

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Church Leadership Connection

Record Title and Description	Retention	Disposition Instructions
Associate Files (Includes: memoranda, reports, policies, procedures, correspondence, See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no regularly referenced.
Church Information Forms (CIFs)	Permanent	Retain current, plus one year in the office. On an annual basis, transfer the previous year to the Archives.
Personal Information Forms (PIFs)	Permanent	Retain current, plus one year in the office. On an annual basis, transfer the previous year to the Archives.

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Financial Aid for Studies

Record Title and Description	Retention	Disposition Instructions
Annual Report	Permanent	Transfer to the Archives when no longer regularly referenced.
Associate Files (Includes: memoranda, reports, policies procedures, and correspondence. See definitions for general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives
Denials for Grants, Loans, and Scholarships	1 year	Destroy
Institutional Grants	3 years	Destroy 3 years after final report is issued.
Student Scholarships/Grants (Includes: applications, award payment notifications, payment vouchers, needs analysis reviews.)	3 years	Destroy 3 years after anticipated, graduation or maximum award period.
Theological Studies /Graduate Loans	3 years	Destroy
Undergraduate Loan Files	3 years	Destroy 3 years after repayment or cancellation. Return promissory note to student after repayment.
Undergraduate/Graduate Service Loans	3 years	Destroy 3 years after repayment or cancellation. Return promissory note to student after repayment.

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Office of Governing Body Relations

Record Title and Description	Retention	Disposition Instructions
Agendas for Consultations	Active	Retain one copy with Consultation minutes
Committee Lists	Active	Discard when no longer needed or superseded
Consultation Files (Retain agenda, participants lists, reports, minutes, and correspondence. See definitions for correspondence for guidance. Discard travel itineraries, catering information, hotel folios, and travel vouchers after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced
Consultation Plan Reports	Permanent	Transfer to the Archives when no longer regularly referenced
Coordinator's Files (Includes memoranda, reports, policies, procedures, and correspondence. See definitions of general, non-business, and official correspondence for guidance.)	Permanent	Transfer to the Archives when no longer regularly referenced
General Assembly Nominating Committee Report (unit copy)	Active	Retain office copy until no longer needed
Joint Letters	Permanent	Transfer to the Archives when no longer regularly referenced
Master Design for Consultation	Permanent	Transfer to the Archives when no longer regularly referenced
Mission Statements	Permanent	Transfer to the Archives when no longer regularly referenced
Conference Files (Moderator) (Includes: program, registration, worship booklets, participant's lists, and recordings of plenaries. Destroy travel, hotel folios, catering information, and logistical files after 3 years.)	Permanent	Transfer to the Archives when no longer regularly referenced

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Office of Governing Body Relations

Record Title and Description	Retention	Disposition Instructions
Post Consultation Report	Permanent	Transfer to the Archives when no longer regularly referenced
Referrals from the General Assembly	Active	Discard office copies when no longer needed
Search Guidelines (for Executor positions)	5 years	Discard 5 years after search is completed
Summaries of Consultations	Permanent	Transfer to the Archives with other Consultation files when no longer regularly referenced
Synod Administrative Budgets	5 years	Destroy
Synod Meeting Dates	Active	Discard when no longer Useful
Synod Mission Budget	5 years	Destroy
Synod Surveys (raw data)	Active	Evaluate survey data on a case by case basis and transfer unique survey files to the Archives
Two-Year Consultation Plan	Permanent	Transfer to the Archives with other Consultation files when no longer regularly referenced
Worksheet (Synod Consultation)	3 years	Destroy