

UNITED EVANGELICAL CHURCH  
 3200 Dillon Street,  
 Baltimore, Maryland 21204  
 (301) 276-0393  
 August 28, 1991

RECORDS RETENTION SCHEDULE

<u>RECORDS</u> <u>ADMINISTRATION</u>	<u>LOCATION</u>	<u>RETENTION</u>	<u>RESPONSIBILITY</u>
<u>Personnel Records</u>			
Mission Statement	Bus Office	Three Years	Secretary
Job Descriptions	Bus Office	Three Years	Secretary
Evaluations	Pastor's Off	Term-Employ	Pastor
Payroll	Bus Office	Seven Years	Fin Secretary
Payroll Taxes	Bus Office	Seven Years	Fin Secretary
Health Benefits	Bus Office	Seven Years	Fin Secretary
Social Security	Bus Office	Seven Years	Fin Secretary
Pension	Bus Office	Term-Employ	Fin Secretary
<u>Accounting Records</u>			
Accounts Rec'vable	Bus Office	Until Fed- State Tax Return Clsd	Fin Secretary
Accounts Payable	Bus Office		Fin Secretary
Contributions	Bus Office	Three Years	Fin Secretary
Memorials	Bus Office	Three Years	Fin Secretary
Love Gifts	Bus Office	Three Years	Fin Secretary
Pennies	Bus Office	Three Years	Fin Secretary

<u>RECORDS</u>	<u>LOCATION</u>	<u>RETENTION</u>	<u>RESPONSIBILITY</u>
<u>Insurance Records</u>			
Fire Insurance	Safe	Seven Years	Treasurer
Liability	Safe	Seven Years	Treasurer
Loss	Safe	Seven Years	Treasurer
Compensation	Safe	Seven Years	Treasurer
Accidents	Safe	Seven Years	Treasurer
<u>Council Records</u>			
Minutes	Bus Office	Permanent	Church Sec
Annual Report	Bus Office	Permanent	Church Sec
<u>Congregational Mtg</u>			
Minutes	Bus Office	Permanent	Church Sec
Budget	Bus Office	Permanent	Church Sec
Nominating Cttee	Bus Office	Permanent	Church Sec
<u>Marketing</u>			
Marketing Plan	Bus Office	Permanent	Church Sec
Public Relations			
Church Directory	Bus Office	Permanent	Church Sec
Brochures	Bus Office	Permanent	Church Sec
<u>Music</u>			
Choir	Bus Office	Permanent	Church Sec
Choir Show	Bus Office	Permanent	Church Sec
<u>Business</u>			
<u>Correspondance</u>	Bus Office	Permanent	Church Sec
<u>Sunday Bulletins</u>	Bus Office	Three Yrs	Church Sec
<u>Endeavor &amp; Sp Evts</u>		Archieves	

<u>RECORDS</u>	<u>LOCATION</u>	<u>RETENTION</u>	<u>RESPONSIBILITY</u>
<u>RELIGIOUS RECORDS</u>			
<u>Baptisms</u>			
Record Book	Bus Office	Permanent	Church Secretary
Certificates	Bus Office	Permanent	Church Secretary
<u>Confirmation</u>			
Record Book	Bus Office	Permanent	Church Secretary
<u>Marriage</u>			
Licenses	Bus Office	Permanent	Church Secretary
Record Book	Bus Office	Permanent	Church Secretary
Certificate	Bus Office	Permanent	Church Secretary
<u>Funerals</u>			
Record Book	Bus Office	Permanent	Church Secretary
Funeral Dir's Record	Bus Office	Permanent	Church Secretary

PROGRAM RECORDS  
SUNDAY SCHOOL

Cradel Roll	Bus Office	Permanent	Church Secretary
Admin Rec'ds	S.S. Office	Three Yrs	Superintendant
Teachers	S.S. Office	Three Yrs	Superintendant
Vacation Sch	Pastor's Off	Three Yrs	Pastor
Financial Rec	Bus Office	Seven Yrs	Superintendant

YOUTH GROUPS                      Bus Office                      Three Yrs                      Youth Worker

SCOUTS

Boy Scouts	Scout Room	Three Yrs	Scout Master
Cub Scouts	Scout Room	Three Yrs	Cub Master
Girl Scouts	Scout Room	Three Yrs	Troop Leader
Brownies	Scout Room	Three Yrs	Troop Leader

WOMEN'S GROUPS

Ladies Aide	Bus Office	Three Yrs	President
Women's Guild	Bus Office	Three Yrs	President
Senior Citizens	Bus Office	Three Yrs	President
Sewing Group	Bus Office	Three Yrs	President
Dance Class	Bus Office	Three Yrs	Leader
Bowling League	Bus Office	Three Yrs	Leader
Souer Beef Dr	Bus Office	Three Yrs	Chairperson

TO: Ruth Beckwith

FROM: Pastor *MA*

DATE: 8-29-91

SUBJECT: DRAFT OF RECORD RETENTION SCHEDULE

Here is the Schedule for your review. Next step is to run it by the responsible people so we get their input and create something that is practical.