

**ST. MARK PRESBYTERIAN CHURCH**

**BOERNE, TEXAS**

**DOCUMENTS AND RECORDS MANAGEMENT POLICY**

**APRIL 2016**

**I. EXECUTIVE STATEMENT**

Documents and Records are generated of necessity in the ordinary course of business. A critical activity of any organization is the identification, retention, protection, and disposition of business information. Accordingly, pursuant to Section 14 of the Bylaws of the corporation, appropriate Documents and Records management is a priority of St. Mark.

**II. POLICY STATEMENT**

It is the policy of St. Mark to maintain its Documents and Records based on three basic criteria: business need, legal requirement, or historical significance. Once a document or record has served its business need and there is no legal requirement to retain it, it (they) shall be destroyed in the ordinary course of business. Drafts of documents should be destroyed as soon as replaced by a succeeding draft or final document.

The purpose of this policy is to set out the expected business need or legal requirements for various categories of Documents and Records and schedule for destruction those that qualify when the need or requirement expires. Further, this policy enables St. Mark to identify and eliminate large volumes of Documents and Records that are of no value to the Church.

Church Documents and Records include all paper, microfilm, electronic, digital or other information media created or received by the Church in the ordinary course of business. This policy applies to all Church Documents and Records regardless of location.

Each employee, officer or volunteer is responsible and accountable for the Church Documents and Records created by or received by them. The Church owns all Church records in the possession or custody of employees or volunteers. Upon separation from the Church under any circumstance, all Church records in an employee's possession shall be surrendered.

The Administrative Secretary of the Church shall be the official Records Manager and shall:

- Ensure the implementation of this policy
- Suggest retention schedule revisions and the reasons therefor

- Ensure employees understand this policy

### **III. TERMS**

*Document* shall mean any writing or graphic representation of any kind, whether in paper, digital or electronic format. The term “document” is a broad one that includes bound books, photographs and writings of all kinds (whether paper or digital) and may also be “records” of the Church. Since documents may be tentative, such as drafts, lists, or notes, a document may have a useful business purpose of only a few moments to several years. Documents tend to be temporal.

*Record* shall mean a document which is the written evidence of an event, process, report, or condition in final form. Records tend to be more permanent up to the time of their scheduled destruction in the ordinary course of business.

*Core Documents and Records* shall mean those that support the Church’s business on a daily basis.

*Inactive Documents and Records* shall mean those that are unnecessary to support the Church’s business but are retained to comply with a legal or regulatory requirement.

*Vital Records* shall mean **permanently** maintained records such as organic corporate documents, real estate records, tax records, bank statements and Church artifacts of historical significance.

### **IV. CREATION OF CHURCH DOCUMENTS AND RECORDS**

Church Documents and Records may be created if there is a business need and alternatives such as the telephone are not available or will not suffice under the circumstances.

Once a document or record is created, copies may be made or printed but only as necessary to conduct Church business.

Documents which have served their purpose and are no longer needed should be destroyed in the ordinary course of business and not allowed to pile up.

### **V. EMAIL**

Email is a business communication tool that is ubiquitous in today’s business environment. It has essentially replaced most letters and other forms of paper communications. Accordingly, all Church email generated by staff or Church officers shall be created in a businesslike manner and retained in accordance with this policy.

The auto-archiving utility on Church email accounts shall be disabled in order to actively manage email in accordance with this policy.

## VI. HOLD ORDERS

Whenever the Church receives notice of a claim or suit against it, all Documents and Records in its then existing files or storage that are reasonably likely to be or to become relevant to the processing of the claim or defense of the suit shall be identified and suspended from routine destruction under this Documents and Records program until the claim or suit is finally resolved, after which management of such Documents and Records will be resumed pursuant to the terms of this policy.

## VI. RECORD LIFE CYCLES

### A. CORPORATE

Articles of Incorporation, Bylaws, and amendments thereto, along with associated correspondence with the Secretary of State of the State of Texas, legal counsel, and with Mission Presbytery shall be retained **permanently**.

### B. REAL PROPERTY

Deeds to Church real property, loan documents, mortgage instruments, releases, liens, lease agreements, and license agreements shall be filed of record in the deed records of Kendall County. Originals of such documents shall be retained by the Church **permanently**.

### C. PERSONAL PROPERTY

Bills of sale, purchase orders or receipts, titles, gift receipts or invoices for appliances, business equipment, furnishings, art work, audio-visual equipment, vehicles, educational resources, musical instruments, or other items which have a fair market value of more than \$250 shall be maintained as long as such items are owned, operated, or used by the Church plus **2 years**.

### D. BUSINESS OPERATIONS/ADMINISTRATIVE

Commercial contracts for services, repair, remodeling or minor construction shall be retained as long as such contract is executory (active) plus **3 years**.

Routine business communications not otherwise addressed herein, shall be retained as long as the subject of the communication is active plus **6 months**.

Written office procedures, administrative policies, directories, inventories, and other such documents essential to efficient office operations, and any supplements, amendments or replacements regarding such documents, shall be maintained **permanently**.

#### E. PERSONNEL

All personnel records of each employee shall be retained as long as such employee is employed by the church. Upon termination of employment whether by resignation, involuntary separation, or retirement, personnel records of such terminated employees shall be retained for an additional **3 years**. Personnel records shall include but not be limited to resumes, curricula vitae, letters of recommendation, applications, memoranda of employment, performance appraisals, notations of praise or criticism, disciplinary memoranda and counseling notes, complaints, disposition memoranda, letters of resignation and notes of exit interviews.

The Employee Handbook (and periodic amendments thereto) shall be retained **permanently**.

#### F. WORSHIP

Worship Documents and Records include pew Bibles, hymnals, sheet music, wedding policy, funeral policy, informational cards or inserts, lighting and sound board procedures, audio-visual materials, name tags, and liturgist materials. Such materials shall be retained as long as they are serviceable, relevant, and not replaced by updated or replacement versions. Worship documents that are obsolete or without utility to the church shall be discarded.

A master copy of each worship bulletin shall be retained **permanently**.

Recordings of worship services shall be retained for a period of ten years unless the recording is of historical value in which case it should be retained **permanently** on a continuously current medium.

#### G. MISSIONS

Guidelines for Ministry Partners and ministry partner information sheets shall be retained **permanently**. Vouchers shall be retained for **1 year**.

## H. CHRISTIAN EDUCATION

Christian Education documents and records include but are not limited to study guides, books, pamphlets, audio-visual resources, and written children's educational materials. Such materials shall be retained as long as they are serviceable, relevant, and not replaced by updated or replacement versions or editions. Christian education materials that are obsolete or without utility to the church shall be discarded.

## I. FINANCIAL

Financial operating procedures (and periodic amendments thereto), annual budgets, annual financial reviews, annual financial statements, financial manuals, and records and correspondence regarding bequests or planned giving to the church shall be retained **permanently**.

Accounts payable invoices, accounts receivable records, bank deposit slips, bank statements cash receipt records, and expense reports shall be retained for a period of **3 years**.

Payroll and tax reporting records shall be retained for a period of **7 years**.

Loan documents shall be retained for 20 years beyond the date the underlying loan was completely and permanently retired. For refinanced loans, such loan refinance documents shall be retained for **20 years** beyond the date the refinanced loan was completely and permanently retired.

## J. SESSION

Agendas and minutes of stated and called Session meetings to conduct regular business or to shall be kept by the Clerk or other designated officer and **permanently** maintained in the Church office.

## K. BOARD OF TRUSTEES

Agendas and minutes of regular and special meetings of the Board of Trustees to conduct regular business, and any resolutions passed by the Board shall be kept in the church office **permanently**.

Quarterly reports from the Board of Directors to Session shall be retained for a period of **5 years**.

Annual reports from the Board of Directors to Session and congregation shall be retained **permanently**.

#### L. LEGAL DOCUMENTS AND RECORDS

General legal Documents and Records such as contracts, leases, affidavits, and legal opinions and associated memoranda shall be maintained at the principal office of the Church during the time the matter is active plus an additional five years unless the document is a vital record in which case the retention period is permanent.

Litigation and Claims files containing Documents and Records shall be maintained at the principal office of the Church during the time the matter is active plus an additional **4 years**.

Litigation and Claims by persons with minor children who have a potential claim against the Church not resolved by the litigation shall be maintained at the principal office of the Church until the youngest child reached majority plus an additional **2 years**.

Final Judgments, Settlement Agreements, Consent Decrees, Findings and Orders or any other instrument that is dispositive of the matter shall be maintained at the principal office of the Church **permanently**.

#### M. GENERAL

Electronic Documents and Records shall mean those that are in an electronic or digital media and include email, directories, word documents, databases, power point presentations, etc. Printed copies of an electronic document are separate documents, the former being a mere version of the latter electronic original.

Minutes of church committee meetings shall be retained for a period of **3 years**. Records of electronic voting by email shall be retained until such votes are recorded in committee minutes.

Session shall establish an annual date(s) on which staff members and church officers shall implement appropriate destruction of expired documents and records pursuant to this policy.

Church email accounts utilized by church staff members shall be actively managed according to the terms of this policy.

Church volunteers who utilize personal computers to conduct church business shall be encouraged to manage any church documents and records in accordance with this policy.