



Records Retention Policy

- † The PURPOSE of this policy is to ensure all Church records are kept for an appropriate amount of time. While it is unlikely the Church will be audited by the IRS. More likely, a member will be audited and need help substantiating deductions.
- † The SCOPE of this procedure applies to ALL records specified below.
- † The RESPONSIBILITY to carry out this policy lies with the Church Secretary, Financial Secretary and Treasurer who share the responsibility to ensure the provisions of this policy are adhered to. Certain records are to be kept in the Church Safety Deposit Box #194 at Ennis State Bank. Those items are identified by an asterisk.
- † Keep for ONE year
 - Offering Envelopes
- † Keep for THREE years
 - Business correspondence
 - Employee personnel records
- † Keep for SEVEN years
 - Bank statements
 - Check reconciliations
 - Worksheet and related documents for any tax related matters
 - W-2s and 1009s
 - Canceled checks
 - Invoices
 - Canceled insurance policies
 - Individual giving records
 - Housing allowance forms
- † Keep PERMANENTLY
 - Incorporation papers *
 - Minutes from all standing committees (SPRC, Finance, Church Council, Etc)
 - Treasurers reports
 - Tax returns
 - Audit reports
 - Annual corporate reports
 - Property records *
 - Deeds *
 - Titles *
 - Contracts and leases
 - Insurance policies
 - Insurance letters
 - Employee applications
 - Background check results