

**Indiana Michigan Mennonite Conference**  
**Records Retention Schedule**  
**06/2013**

**Conference Administrator**

**ACCIDENT AND INJURIES RECORDS**

This series documents claims made by Conference staff members for occupational injuries, accidents, or illnesses; insurance coverage and related reimbursement issues; and safety analysis and compliance inspections. Keep all documentation related to the incident, including internal reporting forms, OSHA forms, hearing transcripts, notices of claim disposition, opinions and orders, appeal letters, claim adjustment documentation, medical reports, medical expense statements, and related documentation and correspondence.

**Retention: 30 years after employment relationship is terminated for cases involving OSHA (per Indiana employment law)**

**Destroy 30 years after employment relationship is terminated**

**ANNUAL SESSION PLANNING FILES**

This series contains the non-permanent records created in the planning process for the Conference's annual meeting. The series may include contracts with food, lodging, and other goods & services providers; transitory correspondence with speakers; program drafts; cancellation insurance; and publicity information. This series does not include the permanent records generated by the Annual Session, including program booklets; planning committee meeting minutes, and reports.

**Retention: 7 years**

**Destroy after 7 years**

**BENEFITS POLICIES AND PROCEDURES RECORDS**

This series documents policy and procedure decisions. It includes contracts and formal documents which state or form the basis for policy or set precedents. This series includes but is not limited to records concerning medical benefits, retirement benefits, life / disability insurance, flexible spending account program records and related documentation and correspondence. Of primary importance for archival retention are benefit policy information sheets or handbooks produced by the Conference and contracts with benefit providers.

**Retention: Permanent; transfer to archives when superseded**

**DEDUCTION AUTHORIZATION RECORDS**

This series documents deductions from salary checks authorized by employees. It generally includes deduction information on medical, dental, life, and disability insurance, charitable contributions, retirement deductions, and miscellaneous deductions.

**Retention: 3 years after authorization expires or is superseded**

**Destroy 3 years after authorization expires or is superseded**

**EMPLOYMENT ELIGIBILITY VERIFICATION FORMS**

This series documents information used to establish the identity and to verify the employment eligibility of staff members. This series includes completed I-9 forms and copies of documents that establish the identity and the employment eligibility of the employee.

**Retention: 1 year after employee separation**

**Destroy 1 year after employee separation**

## **EMPLOYMENT POLICIES AND PROCEDURES RECORDS**

This series documents employment policies and procedures administered by personnel offices and includes employee handbooks and policy statements regarding the employment of minorities and handicapped persons, recruitment and hiring policies, temporary and contract employees, flextime, and other employment issues

**Retention: Permanent; transfer superseded materials to archives**

## **GRIEVANCE RECORDS**

This series documents formal complaints brought forward by staff members against the institution concerning policies and procedures. This series includes all formal and informal records generated in the grievance process, including informal discussion notes before the process is undertaken.

**Retention: 3 years after grievance is settled**

**Destroy 3 years after grievance is settled**

## **INSURANCE ELECTION RECORDS**

This series is comprised of the forms filled out by employees when they make their insurance options elections.

**Retention: 7 years after termination of employment**

**Destroy after 7 years**

## **PAY AUTHORIZATION RECORDS**

This series consists of documents recording and authorizing the financial compensation of employees through payroll. The series includes timesheets and time cards.

**Retention: 7 years**

**Destroy after 7 years**

## **PERSONNEL RECORDS, STAFF**

This series documents the employee's work history and includes routine, information such as job title, rank, full-time equivalency (FTE), dates of employment, salary, employing department, education and employment background. Performance appraisals may be included in this series. Documents in this series generally contain both confidential and sensitive information (social security numbers, evaluative documents, etc.). Typical documents in this series include: notice of appointments, contract renewals, and resignation; . This series may include but is not limited to copies of Affirmative Action Compliance Data Forms; Applications and Contracts for Sabbatical Leave; Conditions of Employment; Memoranda of Agreement; Notices of Appointment; Pay/Budget Action Forms; Personnel Action Forms (PAs), including Salary Adjustments Requests for Approval for Outside Employment; resumes or curriculum vitae; Retirement Agreements; Sick Leave Accrual Forms; and related documentation and correspondence, such as letters of resignation and memos confirming appointments.

**Retention: 7 years after termination**

**Destroy 7 years after termination of employment**

## **REJECTED APPLICATIONS**

This series documents employment applications that were submitted for jobs with the Conference and for reasons of incompleteness or inadequate qualifying experience/training are rejected.

**Retention: 3 years**

**Destroy after 3 years**

## **SEARCH RECORDS**

This series documents the selection process for advertised management service and classified positions. This series may include but is not limited to applications; curriculum vitae or resumes; academic transcripts; samples of writing or publications; approvals of recruitment proposals; Certificate

of Eligibles; candidate lists; position announcements; position advertisements; position descriptions; copies of Affirmative Action Compliance Data Forms; interview materials such as rating sheets, tallies, screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters.

**Retention: Place record with the personnel file; 7 years after search completed for all other records**

**Retain application materials of successful candidate in the Personnel Files; destroy all other records 7 years after the search is completed**

### **TIME SHEETS**

This series contains time sheets and related correspondence and memoranda.

**Retention: 3 years**

**Destroy after 3 years**

## **Bookkeeper (on behalf of Treasurer)**

### **ACCOUNT REQUEST FORMS**

This series documents a request to establish a new account or change an existing one. Information found in the series includes account numbers, terms of accounts, dates established and closed, contract and grant numbers, sources of funding, and the terms of staff access to accounts

**Retention: 3 years after account becomes inactive**

**Destroy 3 years after account becomes inactive**

### **ACCOUNTS PAYABLE RECORDS**

This series documents expenditures and purchases. This series may include but is not limited to Purchase Orders; Contract Release Orders; Balance Sheets; bills; invoices; Invoice Vouchers; Journal Voucher/Entry Forms; price quotes; requisitions; justifications of purchases; payment authorizations; reports of receipt of goods or services; and related documentation and correspondence.

**Retention: 7 years**

**Destroy after 7 years**

### **ACCOUNTS RECEIVABLE RECORDS**

This series is used to provide a record of billings and collections for the office and units/programs which report to the office. This series may include but is not limited to Account Edit sheets; classified advertisement forms; VISA/MasterCard payment forms; invoices; journal vouchers; receipts; and related documentation and correspondence.

**Retention: 7 years**

**Destroy after 7 years**

### **ANNUAL FISCAL REPORTS**

This series provides summary financial information, documenting annual fiscal year-end status of accounts. It includes reconciliation reports; annual operating statements; schedules of rates; and related correspondence.

**Retention: Permanent; transfer to archives**

### **AUDIT RECORDS**

This series documents the Conference's response to internal and independent management, operations, and fiscal audits. This series may include but is not limited to audit reports; written responses showing how recommended changes will be implemented; and related documentation and correspondence.

**Retention: Permanent; transfer to archives**

### **BANK DEPOSIT SLIPS**

Receipt from bank of deposit transaction

**Retention: 3 Years**

**Destroy after 3 years**

### **BANK STATEMENTS**

Routine statement of accounts (see "canceled checks," below).

**Retention: 7 years**

**Destroy after 7 years**

**BEQUEST AND ESTATE PAPERS.**

This series documents gifts to the Conference or to one of its agencies.

**Retention: Permanent; transfer to archives**

**BUDGET RECORDS**

This series documents the annual budget; and related documentation and correspondence.

**Retention: Permanent; transfer to archives**

**CANCELED CHECKS**

This series documents redeemed checks written on Conference accounts.

**Retention: 7 years**

**Destroy after 7 years**

**CERTIFICATES OF DEPOSIT, CANCELED**

Redeemed or canceled certificate of deposits

**Retention: 3 Years**

**Destroy after 3 years**

**CONTRACTS**

This series contains contracts (service and maintenance agreements, leases, loan agreements, and building / remodeling contracts) that have either been completed or terminated.

**Retention: 3 Years for Service agreements**

**Destroy after 3 years**

**Retention: 7 Years for Maintenance, Lease, and Loan agreements**

**Destroy after 7 years**

**Retention: Permanent for building / remodeling contracts; transfer to archives**

**INSURANCE POLICIES, INACTIVE**

This series is comprised of inactive insurance policies and related correspondence.

**Retention: Permanent, unless the insurance covers a particular event; transfer inactive policies to the Archives**

**INVENTORIES OF PROPERTY AND EQUIPMENT**

This series consists of lists, both written and photographic, of the property and equipment of the Conference.

**Retention: Transfer superseded lists to the archives with authorization to weed**

**INVOICES**

This series contains invoices and paid bills

**Retention: 7 years, except for major building construction/alterations - Permanent**

**Destroy after 7 years (transfer construction records to Archives)**

**PURCHASE ORDERS**

This series documents purchase of items, or repair of items and related correspondence

**Retention: 7 years**

**Destroy after 7 years**

## **SHIPPING AND FREIGHT RECORDS**

This series documents the shipping receiving of material , either by freight carrier or by such carriers as UPS or FedEx, and related correspondence

**Retention: 3 years**

**Destroy after 3 years**

## **TAX-EXEMPT CERTIFICATES AND FORM 990**

This series documents the tax-exempt status of the Conference and its functions.

**Retention: Permanent; keep on site**

## **TAX RETURNS**

This series comprises tax returns, supporting documentation and related correspondence

**Retention: 7 years**

**Destroy 7 years after filing period provide no legal action being taken**

## **TAX WITHHOLDING AUTHORIZATION RECORDS**

This series documents amounts withheld by Payroll from employees' checks for taxing authorities. This series may include but is not limited to the Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code; Withholding Allowance Certificates (W-4s); and Non-resident Alien Request for Exemption from Tax Withholding (CO-477). Individual forms may include employees' names, addresses, social security numbers, and tax identification numbers.

**Retention: 7 years after authorization expires or is superseded**

**Destroy 7 years after authorization expires or is superseded**

## **TRAVEL RECORDS**

This series documents approved travel by employees and is used to monitor travel expenditures and for planning purposes. This series may include but is not limited to travel request forms indicating purposes, itineraries, methods of travel, funds from which travel is to be paid, and estimated expenditures; Travel Reimbursement Requests (employee and non-employee); receipts; authorizing signatures; and related documentation and correspondence.

**Retention: 3 years**

**Destroy after 3 years**

## **Conference Pastor**

### **ACT OR ARTICLES OF INCORPORATION**

Official papers relating to the incorporation of an agency or institution

**Retention: Permanent; keep on site.**

### **ADMINISTRATIVE REPORTS**

This series documents the annual activity of the Conference. It includes annual Conference reports, board and committee reports, reports of organizations under the direction of the Conference, and special project evaluations and reports. This series also includes the Annual Session program / booklet.

**Retention: Permanent; transfer to archives**

### **BYLAWS**

Organizational bylaws and other regulations relating to the conduct of meetings or organizations

**Retention: Permanent; transfer to archives when superseded**

### **COMMITTEE RECORDS**

This series documents the activities of standing and ad hoc committees, agencies and boards of the Conference. They may function as steering committees, activities committees, standards committees, planning committees, awards committees, councils, etc. This series may include but is not limited to meeting minutes; reports; notes; working papers; and related documentation and correspondence

**Retention: Permanent; transfer to archives**

### **DEEDS / PROPERTY FILES**

This series is comprised of documents which deal with ownership of property and related correspondence.

**Retention: Permanent; transfer to archives for safekeeping**

### **REAL ESTATE SURVEYS**

This series contains real estate surveys, plots plans and related correspondence.

**Retention: Permanent; transfer to Archives for safekeeping**

### **STAFF MEETING RECORDS**

This series documents the meetings of the staff of a department, or office which sets policy and procedures for the unit. Participants at meetings may be composed exclusively of or a mixture of staff, administrators, and managers; specialized and task oriented sub-committees composed of unit personnel are also documented as part of this record series. These meetings may concern routine matters of procedure and topics such as program development, planning, administrative and personnel management, and assessments of future needs. This series may include meeting notes/minutes; reports; working papers; agendas; and related documentation and correspondence.

**Retention: Permanent**

### **SUBJECT FILES**

This series includes material gathered within the organization and from outside sources on various topics of interest. Often the files are assembled in the course of determining organizational policy or official position on an issue of importance. The series may include copies of documents found in other

series (staff meeting records, committee records, administrative reports) but organized by subject. The series may also include documents from other agencies, correspondence, and select published materials.

**Retention: Non-Permanent; retain as use and utility dictates**



## **Conference Pastor for Leadership Transitions**

### **CREDENTIALING RECORDS**

This series will contain identifying/directory information, such as name and address; census-type information, such as gender, ethnic origin and birth date; family data such as marital status, date of marriage and names of children; candidacy information; Conference relationship information such as dates of admission and status; appointment information; judicial proceedings records and surrendered credentials. (See Supervisory Files, Pastoral)

**Retention: Genealogical information and appointment data- Permanent; Destroy 25 years after end of relationship for rest of file.**

**Transfer to archives after person no longer active**

### **REJECTED AND INCOMPLETE APPLICATIONS FOR CREDENTIALS**

This series documents employment applications that were submitted for jobs within the Conference but were either incomplete or rejected.

**Retention: 3 years**

**Destroy after 3 years**

## **Overseers / Regional Pastors**

### **CONGREGATIONAL FILES**

This series documents the relationships between an overseer and the congregations. Included in this series are correspondence; documents created by particular congregations; congregational surveys; and records of phone contact between an overseer and a congregation.

**Retention: Not permanent, but retain at least 3 years. Do not transfer to archives. Files maintained by the Conference until destroyed.**

### **PASTOR FILES**

This series documents the relationships between the Conference and individual pastors. Included in this series are correspondence; records of phone conversations between a pastor and a regional pastor; and miscellaneous supporting documentation.

**Retention: Not permanent, but retain at least 3 years. Do not transfer to archives. Files maintained by the Conference until destroyed.**

## Communication Coordinator

### PHOTOGRAPHS

This series consists of photographs created for publication on the Conference Web site, newsletters, and other communication media. Items in this series include photographic prints; negatives; contact sheets; and digital images.

**Retention: Permanent; transfer to the archives with authority to weed**

### PUBLICATIONS

This series includes the regularly occurring newsletters, bulletins, journals, and other published material created by the Conference. Examples include The Gospel-Evangel, weLink, Missional Seeds Giving Club Newsletter, etc.

**Retention: Permanent; transfer to the Mennonite Historical Library**

## All Employees

### CORRESPONDENCE / EMAIL

Transitory correspondence and email consists of routine communications of short-term value. Most correspondence and email is transitory. Examples include:

- Inquires and responses regarding Conference functions and programs
- Most correspondence supporting the planning and facilitation of regular events in the Conference calendar year
- Most notes of thanks or appreciation
- Correspondence reflecting the day to day work of the Conference
- Office humor
- Mailing list notifications, including press releases, sent from external organizations

Subject correspondence and email has historical value because it documents substantial programs, policies and plans within the organization. Examples include:

- Communication regarding strategic planning or long-range plans within the Conference
- Discussions of the relationship between the Conference and other organizations
- Correspondence related to significant administrative decisions within the Conference
- Correspondence addressing the development of new programs and events or the discontinuation of old programs and events
- Discussion of the Conference's official position on a matter of importance

#### Transitory correspondence

**Retention: 1 year**

**Destroy after 1 year**

#### Subject correspondence

**Retention: Permanent; transfer to archives**