



A Guide for **RECORD RETENTION**

PACIFIC CONFERENCE
of the EVANGELICAL CHURCH

11501 SE Sunnyside Road Suite 200 | Clackamas, OR 97015 | 503 427 0000

www.pacificecna.org

Permission secured for use with Pacific Conference Churches only.

ACCOUNTINGLENGTH OF RETENTION

Accounts payable (after payment)	3 years
Accounts receivable (after payment)	3 years
Annual reports	Copies for historical purposes
Appraisals	Permanent or 3 years after property is sold
Audited financial statements (audit reports)	Permanent
Auditor management letters	5 years
Bank statements, reconciliations, and memos	3 years
Bonds	See securities
Broker's statements	3 years
Budgets	3 years
Buildings	See fixed assets
Cash disbursements journal	See check register
Cash Journal	7 years
Cash receipts journal	7 years
Checks - cancelled	7 years
Check register	10 years
Check stubs	7 years
Church members - record of giving	7 years
Debit/credit memos	3 years
Deposit slips - duplicate	1 year
Depreciation schedules	See fixed assets
Disbursements	See check register
Donor contributions (records of)	7 years
Dun & Bradstreet reports	See fixed assets
Equipment	5 years
Expense reports	5 years
Fidelity Bonds	3 years after expiration

ACCOUNTING (continued)LENGTH OF RETENTION

Financial statements (reports):	
Audited statements	Permanent (1 copy)
Monthly or quarterly	3 years
Trial balances: Interim	1 year
Annual	3 years
Fixed assets:	
Blueprints	Permanent or 3 years after disposal of asset
Contracts	"
Deeds	"
Depreciation schedules	"
Land surveys	"
Ledgers	"
Title policies	"
Forecasts (financial)	5 years
Freight bills (paid)	3 years
General ledger	Permanent
Information returns - W-2's, 1099's, etc.	5 years
Internal Audit Reports	5 years
Inventory records:	
Goods for resale	5 years
Materials and supplies	3 years
Property	5 years
Investments	See securities
Invoices (after payment)	3 years
Journal entries	3 years
Journals (books of original entry):	
Cash disbursements	7 years
Cash receipts	7 years
General	Permanent
Payroll	7 years
Purchase	7 years
Sales	7 years
Ledgers and ledger cards	Permanent
Leases	See General Corporate section
Letters of credit (after expiration)	3 years
Licenses	See General Corporate section

ACCOUNTING (continued)LENGTH OF RETENTION

Mileage reports	See Expense reports
Monthly financial reports and statements	3 years
Notes receivable	4 years after payment
Numbered receipts (donor records)	7 years
Orders for merchandise (tapes, records, books, etc.)	3 years
Paid bills	3 years
Payroll earnings, records and returns	7 years
Payroll time cards	7 years
Petty cash vouchers	3 years
Price lists	7 years
Promissory notes (after payment)	1 copy permanent
Property records	See fixed assets
Purchase orders	3 years
Purchase requisitions	3 years
Receipts - Donor	7 years
Registers	See journals
Royalty Payments	10 years
Sales contracts:	
General	3 years
Property	Permanent
Sales invoices	7 years
Securities:	
Bonds (after payment)	10 years
Interest coupons (after payment)	3 years
Stock certificates	Surrendered when sold
Shipping and receiving reports	3 years
Stewardship	See trust accounting
Statements - vendors	1 year
Stocks	See securities
Subsidiary ledgers	7 years

ACCOUNTING (continued)LENGTH OF RETENTION

Tax and information returns (State and Federal)	Permanent
Time cards (payroll)	3 years
Travel expense vouchers	3 years
Trial balances:	
Annual	3 years
Monthly	1 year
Trip reports	3 years
Trust accounting:	
Annuity contracts	Permanent
Deceased annuitant notification	10 years
Trust agreements	Permanent
Trust earnings records	7 years
Voucher copies	3 years
Withholding tax records	7 years
Working papers:	
Accounting	3 years
Budgets	3 years
Cash flow	3 years
Financial reports:	
Monthly	3 years
Annual	5 years

GENERAL CORPORATE - LEGALLENGTH OF RETENTION

Accident reports (after settlement)	7 years
Agreements	See contracts
Appraisals	Permanent or 3 years after property is sold
Articles of Incorporation	Permanent
Bonds (after payment)	10 years
Building permits (after project completion)	Permanent or 3 years after property is sold
Bylaws	Permanent
Clippings (newspaper, magazines, etc.)	Copies for historical purposes
Contracts & agreements (after termination)	7 years

GENERAL CORPORATE – LEGAL (continued)LENGTH OF RETENTION

Copyrights, trademark registrations, patents	Permanent
Corporate charter, constitution	Permanent
Customs	3 years
Deeds and easements	As long as property held
Dun & Bradstreet reports	5 years
Easements	Permanent
Engineering reports	Permanent
Estates (settlement of)	7 years
Grievances (employee)	7 years after settlement
Handbooks, employee	Permanent
House organs	Copies for historical purposes
Incorporation records	Permanent
Inspection reports (fire, insurance)	Until superceded
Insurance matters:	
Policies - expired	3 years
Accident reports	3 years
Fire inspection reports	3 years
Claims (after settlement)	3 years
I.R.S. examinations, rulings, comments	Permanent
Leases (after termination):	
Equipment of autos	3 years
Property	3 years
Legal opinions	Permanent
Licenses - federal, state local (after expiration)	1 year
Litigation	Permanent
Maps (engineering and property)	Permanent or 3 years after property is sold
Meetings and conference reports	Permanent
Minutes - board, executive committee	Permanent
Mortgages, notes (after settlement)	7 years

GENERAL CORPORATE – LEGAL (continued)

Organization charts	Update continually
Patents	Permanent
Pension and retirement plans	Permanent
Personnel	See personnel section
Policies and procedures	Permanent
Powers of Attorney	Permanent
Promissory notes (after payment)	7 years
Property records - deeds, titles, etc.	Permanent or 3 years after property sold
Real estate:	
Service contracts	3 years after expiration or cancellation
Tax exemption letter	Permanent
Zoning variances or rulings	Permanent or 3 years after property sold

CORRESPONDENCE

	<u>LENGTH OF RETENTION</u>
Contractual matters	See General Corporate section
Donor:	
General	3 years
Deferred giving and contractual:	
Annuities	Permanent while in force
Contracts	and 7 years after death of donor
Trust	"
Wills	"
Employment related	(see Personnel)
Field office correspondence	(see Missionary)
General	3 years
Insurance	See General Corporate section
Interoffice:	
General	3 years
Reports	3 years
Legal and tax matters	Permanent
Mailing lists	Update continually

CORRESPONDENCE (continued)LENGTH OF RETENTION

Memoranda	3 years
Missionary:	
Accounts, expense	3 years
Candidate status	Permanent
Commissioning or ordination ¹	Permanent
Deputation	5 years
Donations	7 years
Education	Permanent
General	5 years
Medical records	Permanent
Tax records	Permanent
Travel	5 years
Payroll	7 years
Personnel	See Personnel section
Telegrams, mailgrams	3 years

PERSONNELLENGTH OF RETENTION

Applications:	
Hired (after termination)	4 years
Rejected	4 years
Attendance records	4 years
Disability and sick benefits records	7 years
Employee benefit programs	Permanent
Employment contracts (after -termination)	7 years
Insurance - employee	7 years
Job descriptions	Permanent
Payroll checks	7 years
Payroll earnings records and tax returns	7 years
Pension plans	Permanent
Personnel files (after termination)	4 years
Retirement and pension records	Permanent
Social security	7 years
Tax records - employee	7 years

PERSONNEL (continued)

Time cards (time sheets)	3 years
Withholding tax record~ (W-2 forms)	7 years
Wage rate changes	7 years
Worker's Compensation	7 years

LENGTH OF RETENTION

PUBLIC RELATIONS – PUBLICATIONS

Church bulletins	Copies for historical purposes
Magazines	Copies for historical purposes
Newsletters	Copies for historical purposes

LENGTH OF RETENTION

PACIFIC CONFERENCE FORMS

Please note: *some forms used are already listed in other areas of this publication.*

Monthly Pastors Report	See Personnel, Attendance
Annual Statistical Report	Permanent
Membership Records	Permanent
Baptism/Dedication Records	Permanent
Pastoral Support Form	Permanent
Tithe/PAF, Church Extensions Payment Form	See Accounting, Paid Bills
Attendance Records	4 years - then copies for historical purposes

LENGTH OF RETENTION