

**How long do I have
to keep all of this
stuff?!**



A guide for Record Retention

**The Pacific Conference
of The Evangelical Church**

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ACCOUNTING

LENGTH 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 <i>and</i> 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)

LENGTH OF RETENTION

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

LENGTH OF RETENTION

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'	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

PERSONNEL

LENGTH 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)

LENGTH OF RETENTION

3 years

Withholding tax record~ (W-2 forms)

7 years

Wage rate changes

7 years

Worker's Compensation

7 years

PUBLIC RELATIONS – PUBLICATIONS

Church bulletins

LENGTH OF RETENTION

Copies for historical purposes

Magazines

Copies for historical purposes

Newsletters

Copies for historical purposes

PACIFIC CONFERENCE FORMS

LENGTH OF RETENTION

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