

Presbyterian Church of Aotearoa New Zealand

PRESBYTERIAN ARCHIVES

Records and Archives Management for Presbyteries



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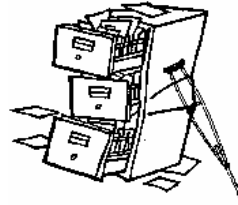
DRAFT NO.3

This document is still under construction. It forms part of a larger document of Records and Archives Management. The aim is for these documents to become part of a Parish and Presbytery Handbook.

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'The continuing influx of paper is never ending'. We are faced daily with the problems of what to keep, how and where to store records, what to discard and when. This manual is designed to offer assistance to ministers, office-bearers and members throughout the Presbyterian Church who have records management problems and decisions to make.

1.00 What is Records Management?

The guiding principle of records management is to ensure that information is available when and where it is needed, in an organised and efficient manner, and in a suitably maintained environment.

A church records management program strives to achieve economy and efficiency in the creation, use, maintenance, and disposal of church records. Its basic purpose is to help answer that nagging question of what do I keep, for how long do I keep it and when can I remove it from my office.

A Records Management Programme identifies, maintains, safeguards, and properly disposes of useful and vital records from all the committees and groups formed within our Presbyteries and parishes.

Good records management is good stewardship and establishes a healthy ministry at parish and presbytery level.

1.20 Who is responsible for ensuring good records management in the parish and presbytery?

It is a responsibility shared by ministers, church workers, office bearers and members.

We all create and accumulate records in the roles we hold within our parish and presbytery work. In our churches or presbyteries the records we create prove our groups existence and confirm the function and activity delegated to us. The papers that accumulate record the commitment, obligations, activities and legal requirements as a congregation, or associated organisation or presbytery, and as a member or employee.

The PCANZ do not have specific regulations laid down in its *Book of Order* as to who is responsible for the oversight of records management at parish or

presbytery level. However, it is important to note that the *Book of Order* states in clauses 63, 113 and 140 that:

The Clerk [of Session, Deacons' Court or Board of Managers or Presbytery] keeps minutes of the proceedings and takes charge of books, papers and documents pertaining to the office.

It is therefore, important that some discussion take place among the office-bearers to ensure a standardised records management procedure is followed within the parish courts or Parish Council and its committees. It is also helpful to formulate an overall policy for the oversight of the entire parish records and archives. (see below)

1.30 What are the benefits of good records management?

- ❖ Protection of confidentiality
- ❖ A means of ensuring compliance with legal, fiscal and administrative requirements
- ❖ Protect the interests of employees
- ❖ Faster retrieval of information for those people who work with the records
- ❖ Know what records they have, and locate them easily
- ❖ Increase efficiency and effectiveness
- ❖ Support decision making
- ❖ Provide continuity in the event of a disaster
- ❖ Fewer lost or misplaced records
- ❖ Control of the records for the period of its life
- ❖ Protection of the parish or presbytery's important and historical records
- ❖ Good management can save space

2.00 What is a Record?

A record is any recorded information produced or received in the initiation, conduct or completion of an institutional or individual activity and that comprises content, context and structure sufficient to provide evidence of the activity. (Ellis (ed), Keeping Archives, p. 477)

Each Congregational Group and Presbytery creates and collects all kinds of records but there are records that are uniform to most Groups.

- Minute Books, Agendas and meeting papers
- Reports - annual and committee
- Correspondence and Memos
- Financial records- cash books, ledgers, journals,
- Annual reports
- Newsletters- magazines, church bulletins, orders of worship (weekly and special)
- Rolls/Registers, - Marriage, Membership – communicant, adherents and pastoral, Baptism, Service, Cradle Roll, Sunday School, Youth Groups
- Personnel Files
- Legal documents
- Property – maps, plans, architectural drawings, building specifications, contracts

- Jubilee and centennial celebration records: minutes, correspondence, registration forms, photographs, ephemera, financial records, audio/video recordings,
- Databases and Reports
- Projects
- Published resources
- Photographic images
- Audio
- Scrapbooks, ephemera and artefacts

These records may be created and conserved in a variety of formats. The same information may be retained in several different formats:

- Hard copy
- Electronic - word processing, database, web page
- Micrographs
- Computer floppies,
- CD's
- Photographic images
- Video and audio tapes

NOTE:

Ownership of records:

Information that is created and retained in hard copy or electronic files produced by congregational courts and organisations and Presbyteries and its associated groups, or ministers and pastors employees/Conveners/Co-Directors in order to carry out their function as employees of the PCANZ is the property of the Presbyterian Church of Aotearoa New Zealand. Such information is not the property of any of the above groups or people to use, remove, retain personally, or destroy at will.

Members of the congregational courts and organisations, Presbytery personnel and other appointed personnel are the custodians of the documents they retain. Preserving Presbyterian cultural heritage cannot be done without involving its custodians

In 1985 the General Assembly ruled that:

No church records held by any church body, parish, presbytery officer, or official be gifted, disposed of in any manner with the concurrence of the Historical Records Committee [Archivist]

Significant and vital records:

It is important to recognise what records are vital to the on-going life of the parish or presbytery. If a church building burns, destroying the entire record of a congregation, the congregation would undoubtedly find a way to continue. However, it would face overwhelming inconvenience and its understanding of its heritage would be weakened.

Each congregation and presbytery should determine what records would be vital to its continued operation following an emergency. Remember that copies of

many types of records will exist elsewhere e.g. with Inland Revenue, Insurance Company, Banks, PCANZ Office.

Really vital parish records, such as baptismal registers, should be photocopied and stored in the PCANZ Archives.

Rule of Thumb: Could you easily re-establish congregational life without the particular record?

3.00 Electronic Records:

Professional archivists have just begun to tackle the problem of preservation and accessibility of electronic or machine readable records. Currently, common electronic record storage media, that is, computer tapes and disks, are susceptible to damage and cannot be considered permanent. New computer technologies may bring some answers to long-term archival needs. But new technologies may create another problem, which is accessibility of records with outdated or absent software or hardware. Therefore, to maintain records in an electronic form, a commitment must be made to update continually and convert all records to the newest formats, disks or tapes

3.10 What is Electronic Records Management?

A lot of mystique has built up surrounding electronic records management and what it involves. The management of documents we create electronically require the same sound records management principles applied to them as our paper records. The risks of not controlling electronic records are similar but different to those risks of not controlling our paper/hard copy records.

Managing our electronic records on the computer is not a "quick fix". It cannot be seen as a technological solution to the reduction of records retention or the saving of space.

3.20 What are electronic/digital records?

Records created digitally in the day-to-day business of the organisation and assigned formal status by the organisation. They may include for example, word processing documents, emails, databases, or intranet web pages.

3.30 How does the preservation of digital records differ?

Retaining digital records over time is different to retaining paper copies for these reasons:

- A dependency on specific hardware and software to access over long periods of time.
- The speed of changes in technology means that the timeframe during which action must be taken is reduced from centuries with paper opposed to perhaps only 2-5 years with digital records.

- Obsolescence of technology is the greatest technical threat to ensuring continued access to digital material.
- Fragility of the media. Floppy disks, CDs & DVDs and tape digital materials are stored on inherently unstable materials and can deteriorate very quickly.
- The ability to change digital material from one software programme to another means that continued integrity, authenticity, and history of the digital materials is vulnerable.
- A digital resource which is not selected for active preservation treatment at an early stage will very likely be lost or unusable in the near future.
(from: *The Preservation Management of Digital Material Handbook*)

3.40 Can we retain our electronic documentation in that format?

The simple answer is NO. Floppy disks, CD's and DVD's continue to be a vulnerable medium to retain our information. There is a very real threat that the digital materials will be created in such a way that not even their short-term viability can be assured, much less the prospect that future generations will also have access to them.

3.50 What are we to do?

The short-term answer to storage of electronic records is to store paper copies as **back up** for all correspondence, reports, and minutes. Parish membership lists and other data that are updated often should be printed and dated regularly. For both long- and short-term storage, back-up copies should be made regularly and stored separately, in a separate building, if at all possible. Data loss can occur for a variety of reasons during active use or in storage. Adequate back up will ensure that a high percentage of data can be restored for current activities.

All significant documentation should be printed out in hard copy format

3.60 What should we print out?

The Retention and Disposal Schedule below is a good guideline. The material that is recommended for permanent Archives preservation will be the material that should not remain in digital format.

- If the records use is primarily for reading/reference and its value is **permanent**, print and preserve a **paper copy** as the original.
- If the record is required to follow-up our legal and evidential activities, in other words a paper trail retain a **paper copy** as the original
- If the record is primarily for reading/reference and its value is temporary, preserve in whatever form is most convenient for use at the active and inactive stages of its life.
- If the record is primarily for data control and manipulation (e.g. accounting files, membership databases), preserve standard reports (such as annual financial reports) in **paper form**. Preserve the computer

records in electronic form. However, these records must be maintained on media (e.g. disks) compatible with current hardware and **kept compatible** with upgrades or changes in software.

New Zealand Privacy Act Issues

4.00 Recorded Personal Information and Privacy (for detailed information relating to Privacy Regulations see the Privacy Commissioners web-site <http://www.privacy.org.nz/>)

If we want to keep in touch with the members within our parish or presbytery we do this by creating membership rolls and phone lists . Administration of a parish community also obliges the officers within our groups to collect data on individuals. Some of this data is required by our church regulations and other data by civil law.

This information and data may cover:

- ❖ Directory & newsletter delivery lists*
- ❖ Membership rolls and transfer records
- ❖ Baptism records
- ❖ Marriage licences & registers, dissolution certificates (see below Public Register Privacy)
- ❖ pledge lists,
- ❖ records of donations,
- ❖ pastoral visitation notes,
- ❖ employee records,
- ❖ superannuation information, and
- ❖ tax related records.

* Directory information such as a name, address and telephone number does not normally qualify as sensitive data. Such data could be perceived as personal information if someone decided to distribute the data to a third party in the form of a mailing list or for pecuniary gain.

Twelve years on the Privacy Act is not generating the over reaction it initially did. However, as we collect and store information about our ministers and parishioners *we need to be diligent at all times to our ethical responsibilities to protect the privacy of the shared information we gather*. The loss of trust and the ill feelings generated by an insensitive presumption of unchecked control over information can be damaging to the health of the congregation.

4.10 Two factors that should guide the collection, use, or distribution of personal information are:

- ❖ the relative sensitivity of the information and
- ❖ the individual's expectation about how the parish will use it.

Several questions can be asked to determine the confidentiality of personal data. The first question to ask is:

- ❖ what would the individual's reasonable expectation be regarding the way in which the information will be used?

- ❖ consider whether the information has changed hands:
did the individual assume the information would be shared beyond the recipient?
- ❖ the nature and purpose for which the information was originally conveyed should be the controlling factor:
is the information being used or circulated in a way that ignores the sensitivities or intentions of the individual?

4.20 The Privacy Act (1993) is '*directly concerned with information privacy about identifiable individuals*' and applies in particular to the public disclosure of information collected by any organisation or individual. The Act imposes regulations on all who gather and hold personal information. In particular the Act bears directly on the use, distribution and storage of information by those who gather it. The parish and Presbytery must recognize both the legal implications and the ethics of maintaining secure access to records that could potentially cause harm or personal embarrassment if carelessly disclosed.

4.30 Privacy Act Principles

There are twelve privacy principles which impose requirements on the gathering of information covering:

- ❖ How, why and from whom personal information can be collected
- ❖ Rights of access to and correction of personal information
- ❖ Accuracy, completeness and relevance of personal information
- ❖ Disclosure of personal information
- ❖ Safe storage of information

'The principles also give individuals the right to access personal information and to request correction of it. They do not override other laws which govern the collection, use or disclosure of personal information'.

4.31 * 'The Act also contains four public register privacy principles which limit:

- the manner in which information can be made available from public registers;
- re-sorting or combining public register information for commercial gain;
- electronic transmission of public registers;
- charging for access to public register information.

The Act sets out a complaints mechanism and contains rules regulating information matching.'

4.40 Protection of Confidentiality

A guiding principle of a records management policy is to note:

- ❖ that the records created by an organisation within the structures of the congregation are the property of the parish corporate.

Consideration needs to be given by parish and presbytery office-bearers to the access, retention and disposition of the records while housed at Parish and Presbytery level. Access may be delegated to a specific person such as the Clerk of Presbytery or a parish archivist, but clear understandings should be put in place, in job descriptions or policy statements, covering the conditions and authority for releasing information. Even the most general guidelines will indicate the congregation or presbytery's intent and cause an individual to pause when considering access or destruction of a record.

The parish or presbytery requires a records management programme that will aid it from exposure to public embarrassment and liability.

4.41 Some important considerations are:

- ❖ establish a management approach to the creation, use, and maintenance of computer records;
- ❖ examine the relevance and need for the specific fields of data being collected;
- ❖ establish and follow a regular schedule of records retention and disposition;
- ❖ locate and make secure the more sensitive information sources at the principle place of congregational business (**not in private homes**);
- ❖ obtain the consent of individuals to release information of a personal nature when the data is being used for any other purpose than the original intent; and
- ❖ maintain accurate records.

Keep in mind that employees have a right to examine records maintained on them; it may be assumed that members of the congregation have much the same privilege.

5.00 Organisation of Records and Files (see for further assistance, *Parish Handbook a quick reference guide to Presbyterian Church regulations and procedures*, published by the Synod of Otago and Southland 2002)

"Thorough and well-kept church records are hard work, but they also can help bring order to the world of Christian ministry and serve as a valuable tool for the leader's task."

"Record keeping forms the knowledge base for informed planning." (John W. Ellas, *Church Growth* 12 :3. 1997)

Parish courts and organisations, and Presbyteries must ensure that their records are:

Authentic

It must be possible to prove that records are what they purport to be and have evidence as to who created them, by keeping a record of their management through time.

Accurate

Records must accurately reflect the transactions that they document.

Accessible

Records must be readily available when needed.

Complete

Records must be sufficient in content, context and structure to reconstruct the relevant activities and transactions that they document.

Comprehensive

Records must document the complete range of the business of the various courts and organisations of the parish.

Compliant

Records must comply with any record keeping requirements resulting from legislation, audit rules and other relevant regulations such as those found for financial record keeping, and information that may fall under the Privacy Act.

Effective

Records must be maintained for specific purposes and the information contained in them must meet those purposes.

Secure

Records must be securely maintained to prevent unauthorised access, alteration, damage or removal. They must be stored in a secure environment, the degree of security reflecting the sensitivity and importance of the contents. If electronic records are migrated across changes in technology, it is imperative that the documents retain accuracy and authenticity. (National Archives of Scotland)

5.1 Filing Systems:

Each Moderator, Clerk, Committee Convener will have created a filing system over time. Each new encumbant will have amended this previous system or changed it completely. We have no official guidelines how or why a file should be kept and what requires to be retained in it. As a consequence everything to do with whatever is being created is placed in a file and labelled with a title that may or may not purport to be what it contains. This can often cause confusion for those attempting to retrieve information. For ease of access and retrieval it is important that consistency exists and a standardised and uniform approach is developed within each set of group/committee records.

What are Files:

(1) An organised unit of documents, accumulated during current use and kept together because they deal with the same subject, activity or transaction and which may or may not be fastened together with or without a cover. *Ellis (ed), Keeping Archives, p. 462*

(2) A complete, named collection of information, such as a program, a set of data used by a program, or user-created document. A file is the basic unit of storage that enables a computer to distinguish one set of information from another. A file might or might not be stored in human-readable form, but it is still the "glue" that binds a conglomeration of instructions, numbers, words, or images into a coherent unit that a user can retrieve, change, delete, save or send to an output device. *Ellis (ed), Keeping Archives, p.470*

(3) A file contains a collection of documents which show a committee or Presbytery's activities through an identifiable sequence of activities. This evidence forms an important part of a good record keeping system and promotes and supports an organisation's accountability and efficiency.

NSW State Records Office

5.2 Intellectual Control of a filing system

It is important to think about how we create files because of the significance of the material held in the file and because we require to access it at a later time. Therefore thought needs to be given to how we arrange and label the files and the placement of them in our day to day filing cabinets.

1) Choices to be made include:

- whether file categories should be used
- what type of numbering system will be most effective
- how will registration of records be handled, with a manual system or records management software
- what type of classification system will be most effective
- how will documents be attached to files, and

- whether file numbering is required.

2) Placing files in categories can bring a number of benefits:

- files are organised into logical groups which relate to the functions and activities of the work each designated group is undertaking
- policy files are identified
- disposal of files is more easily managed.

3) However categorising files can also have a number of disadvantages:

- it can add an unnecessary level of complication to the file numbering system if numbering is to be used
- it can add an unnecessary and confusing level of control where a keyword system is used
- where file categories are based on organisational structure, reorganisations will make file categories out of date and their value will be lost
- where file categories are based on functions the categories will be similarly affected by changes in the organisation's functions or the terminology used to describe them.

It is important that what we decide is simple, yet clearly defines the policy, administrative, and functional activities of the work we do.

1) Policy

This category contains those files which document the organisation's policy on any matter. These files document the development of policy in any of the organisation's jurisdictions or functions.

2) Administrative

This category contains the files which relate to the day-to-day administrative activities of the organisation. It includes routine, housekeeping matters such as meeting times and appointments, establishment files.

3) Functions

This category contains the files which relate to the specific functions which the designated groups were established to perform. These functions may be defined by regulations, articles of incorporation, organisational structure, or business plans. Functions delineate and describe the *activities* which produce *records*. The choice of functional categories should be made on the basis of what best serves the needs of the designated group. These categories should reflect the way in which the each group operates.

5.3 Organising Files

The organization of records and files should be kept simple and direct. Use the rule of thumb that the arrangement should be quickly understood by another person who could take over the position of Clerk/Secretary/Moderator.

It is important to think about how to create files to highlight the significance of the material contained in them. Therefore thought needs to be given to how we arrange and label the files and the placement of them in filing cabinets for ready access in day to day use.

What is decided needs to be simple, yet will clearly define the policy, administrative, and functional activities of the work each person or group undertakes. The functions and responsibilities of a designated office can be classified into subjects or arranged into identifiable groups of records e.g.

Financial/Accounting Records:

- Payables and Receivables
- Account Balancing
- Funds and Investments Management
- Books of Permanent Entry
- Budgetary Planning
- Financial Reporting
- Payroll and Benefits/Tax
- Stewardship/Fund Raising
- Contracts and Agreements
- Bequests and Trusts

5.4 Naming Files:

Properly naming a file is an elementary rule. Documents, reports, minutes, account books and folders should have labels with titles and dates. Standardize the way that headings are assigned to folders, using common (i.e. memorable) keywords that will come to mind a year or more later.

5.5 Labelling assists in:

- faster identification and retrieval of records
- fuller intellectual control of created records
- assists new employees
- reduces risk of misfiling
- it assists in the identification of vital files

A label requires having on it:

- Name of Parish
- Name of Parish Court or Organisation
- File title
- Consecutive number if applicable
- Disposal details
- related file if applicable
- any instructions to file users
- any restricted access notes. **(See Access Policies)**

The labelling format can either be copied and each file has it glued onto the outside or it or better still commercial printing of the label to standardise them across the General Assembly administrative groups.

The label could have a series record number printed and then sub category numbers left to be added.

Example of a label:

<p>Presbyterian Church of Aotearoa NZ Parish: St. George's, Georgetown Group: Session Creator: Session Clerk</p> <p>Subject File: Elders' Retreat</p> <p>Disposal Details: retain for 5 years – then Archive</p> <p>Instructions: File is organised by date from the earliest to the latest</p> <p>RESTRICTED ACCESS: Nil Date of Release: Written Permission for Access from:</p>
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5.6 Attaching records to a file

The Archivist strongly recommends the use of plastic paper clips where documents are to be kept together. *Staples, pins, and metal fasteners rust.*

5.7 Some Tips for Improved Filing

- File regularly. Set aside time weekly or monthly to keep the "paper monster" in control.
- Weed out duplicate copies
- Do not fill folders beyond their capacity, normally one-half to three-fourths of an inch
- If the materials from a committee or organization occupy more than one folder, divide the files into other categories for arrangement. For example, the first folder may contain minutes, the second correspondence, the third reports and so on. Start a new folder for each category as needed and label as Part #1, Part #2 etc.
- Keep personal material and resource material (e.g. catalogues, copies of articles, pamphlets etc.) separate from official records
- When placing records in files, put the latest record on top. Place the top of the sheet toward the left of the file drawer, so folder contents can be

read like a book. Keep records completely within folders to avoid damage and to keep file folder labels visible.

- Close files and begin new ones at the beginning of each fiscal year or program year.
- Copy documents that are on fax paper or newsprint onto high quality paper as these papers deteriorate.
- The overall appearance of a file system plays a large part in the rapid retrieval of material. Guides and labels should be positioned consistently. Care should be taken to use the same format when generating new labels and guides.

Since members are the lifeblood of congregational life, important records are often kept away from the Church. Our office-bearers need to be encouraged to retain as few records as possible in their private homes. It is especially important that all records be handed over to the new office-bearers when they have completed their term in office.

6.00 Access Policy:

Refer to the Privacy Act section and note again the importance of gathering personal information.

Any records pertaining to employment, disciplining of an office-bearer, sexual abuse complaints and other sensitive issues involving records that can identify people **MUST** be restricted. Files require being clearly labelled accordingly and only designated people able to access them.

These files once closed require being stored safely, noting the Privacy Act requirement. It is strongly recommended that any restricted file once closed be forwarded to the Presbyterian Archives. There the records are stored in a controlled environment and can be called up if and when required.

Policy

The Archives has followed an Access Policy from the outset. Until now the Archivist has been responsible for placing any restricted access to a record. The suggestion is that those creating records can now follow the system and place a restriction on any material they consider requires some protection. However, if the Archivist considers the restriction is unrealistic the restriction will be reassessed.

- **Personnel files and Human Resources:** 75 years from the closure of the file or 10 years from the death of the person at the Archivist's discretion.
- **Disciplinary Commissions:** 75 years from the closure of the file or 10 years from the death of the person at the Archivist's discretion.
- **G.A. Judicial Commissions:** 35 years from the closure of the file
- **AES Records:** Included amongst these Records will be records containing personal information, complaints and matters that may come under the Privacy Act, 1993. This material requires to be kept separate from general correspondence and labelled accordingly.

It is important to label any files with restricted records to avoid any person accessing them.

RESTRICTED ACCESS:

Date of Release:

Written Permission for Access from:

Any restricted record may be accessed prior to dates suggested with the written consent of the Presbytery Clerk or AES.

Staff outside the creating body wishing to access these files also requires written consent of the Presbytery Clerk or AES. While these records are held by the Presbytery the consent notice will be filed with the record. Once in the Archives this consent is filed in the Archives filing system.

APPENDIX A: Records Retention and Disposal Schedule

This Schedule is a guideline for:

- Presbytery Clerks
- Convener's of Committees

Disposal scheduling is one of the main tools of records management. It documents what will happen to the records you accumulate in the long term. The schedule identifies which records should be:

- permanently preserved,
- those that can be destroyed at a specified time, and
- those which should be subject to a review at a future date, when a decision can be more easily reached.

Decisions are normally made about *groups*, or *series of records* (linked by subject, or the function of the papers), rather than each individual file or document. (see Schedules below)

The Schedule is broken down into the following series and applies to each group within the parish adapting it where necessary: Session, Board of Managers or Parish Council and its Committees; Youth Groups, Women's Organisations, clubs, etc. The series are given a number for ease of filing.

Series	Description
1.00	Minutes of Presbytery and Presbytery Committees
2.00	Correspondence
3.00	Financial Records
4.00	Personnel records for persons employed by Presbytery
5.00	Events, Conferences, training programmes and General Assemblies
6.00	Published Resource Material required for Presbytery
7.00	Relationship with Synods in Region, Ecumenical partners and organisation
8.00	Policy and Procedural Documents
9.00	Supporting Documents of Official Statements
10.00	Legal Inquiries
11.00	Marriage Registers
12.00	Historical Papers and Activities
13.00	Property Documents - Plans

Presbytery Retention and Disposal Schedule:

Series 1.00

Minutes of Presbytery and Presbytery Committees

Contents	Instructions	Final Disposition
Formal minutes, including the Agenda, meeting papers, reports, and other meeting paper requirements	The copy of meeting papers and minutes circulated to the Presbytery members should also be forwarded to the Archives and AES. Any confidential material should be noted as such and limited circulation made.	Permanent: To Archives Retain completed Minute Book for 10 years after last entry forward to Archives.
Minutes from Other Presbyteries	Retain for interest	Destroy 2yrs after date

Series 2.00 Correspondence:

For ease of Retrieval

- Use a filing system that is uniform .
- For retrieval in the future it is better not to file letters in Alphabetical order
- File by date or subject
- File inward letters and responses together
- File only one copy of form letters to a large mailing list and list who recipients are
- Do not retain routine memos permanently, unless you are the creator then retain one copy
- Do not retain permanently 'for your information' copies others have generated
- Observe these same rules for significant emails
- Where possible use a plastic paperclip to keep pages together. The Archivist has to removal staples and metal paper clips before preserving
- Do not use pins to hold papers together

Contents	Instructions	Final Disposition
General Received letters of thanks, condolence, Christmas cards, appointments and meeting confirmation, travel arrangements, routine letters, office memos,	Retain these in a filing system. Retain one copy of memo, routine letter, if creator of these. E.g. memo to Presbyters re special meeting arrangements	Destroy after 2 years
Alphabetical	If alphabetical files and subject files are retained simultaneously - i.e. a copy of correspondence is retained in both an alphabetical folder and a subject folder destroy the alphabetical file	Destroy every 2 years

<p>Subject Files Each new subject will be given a new series number, following on from the last designated number.</p> <p>Subject Files may include: Policy Group; policy statements with correspondence; Individual issues;</p>	<p>Selective retention - remove routine letters and retain substantive letters.</p> <p>Ensure any personal and sensitive record is noted as restricted and place in a separate file. Retain with the subject file and flag.</p> <p>Hold in Office for 5 yrs after subject closed.</p>	<p>Permanent:</p> <p>ARCHIVE - 5 years after file is closed</p>
<p>Presbyteries and parishes;</p>	<p>These files can be consecutively numbered beginning 2.41; 2.42; 2.43 etc</p> <p>Note restricted access and separate off into separate files. Flag original files</p>	<p>Permanent:</p> <p>ARCHIVE - Every five years</p>
<p>Legal and policy matters</p> <p>Relating to any legal and policy issues</p>	<p>It is important to retain all correspondence as paper trails are vital</p> <p>Note restricted access and separate off into separate files. Flag original file and indicate material removed</p>	<p>Permanent:</p> <p>ARCHIVE - 5 years after file closed</p>

Series 3.00 Financial Records:

Contents	Instructions	Final Disposition
<p>Routine financial records</p> <ul style="list-style-type: none"> • Project financial reports • Expense reports • Copy invoices • Payment requests • Budget development files 	<p>After the end of year reports are reconciled, the primary value for these records is the development of the next year's budget</p>	<p>Destroy after 3 years</p>
<p>Budget Preparation</p> <ul style="list-style-type: none"> • All papers relating to budget preparation • approved budget • Long /short term schedules and strategies • Correspondence and emails 	<p>After the Budget is approved the primary value for these records is the development of the next year's budget</p> <p>Retain Final Budget and short and long term schedules and strategies and correspondence and emails</p>	<p>Destroy all rough papers after 3 years</p> <p>Permanent:</p> <p>Archive after 5 years</p>
<p>Application for funds</p> <ul style="list-style-type: none"> • Copies of Grant forms • Correspondence • Interpretative material 	<p>These papers may be used for future applications after the initial approach.</p>	<p>Destroy after 6 years</p>

Series 4.00: Personnel records for persons employed by Presbytery

Contents	Instructions	Final Disposition
Individual Employees <ul style="list-style-type: none"> • Applications • C.V's • Performance reviews 	If the persons are employed or endorsed by the Presbytery, these records will be governed by policy set by the Human Resources Policy. <i>Retained on site until employee leaves.</i>	Archive 1 year after the employee has terminated the employ. Restricted Access for 75 years after closure of file or 10 years after death at Archivist's discretion.
	Performance Reviews	Destroy 1 year after termination.
Unsuccessful Applicants	Follow HR Policy laid down <i>Return C.V's to applicants</i> Retain any notes for 1 year	Destroy 1 year

Series 5.00 Events, Conferences, training programmes and General Assemblies

Contents	Instructions	Final Disposition
(files divided up as best serves the event.) <ul style="list-style-type: none"> • Mandate for the event • Planning material Correspondence including email <ul style="list-style-type: none"> • contracts • Minutes of planning meetings • Any grant applications • Promotional and project material • Registrations • Reports and Minutes of final meetings • Resources produced (print, electronic, audio, video) • Videos and photographs • Sermons • Speeches • Web-site presentation • Evaluations 		Permanent: ARCHIVE Send to Archives within one year following the event.
<ul style="list-style-type: none"> • Invoice copies and Payment approvals 		Destroy after 2 years

Series 6.00 Published Resource Material required for Presbytery

Contents	Instructions	Final Disposition
<ul style="list-style-type: none"> • Newsletters • Journals • Reports • Conference publications • Pamphlets 	Dated material of temporary nature Material that has been significant in project and decision making retain	Annually clear files, and send to Archives things 4 years old.

Series 7.00 Relationship with Synods in Region, Ecumenical partners and organisation

Contents	Instructions	Final Disposition
<ul style="list-style-type: none"> • Governing documents • Correspondence (including emails) • Dialogues and consultations • Travel itineraries and briefings • Minutes 	Applies to all Designated Groups involved in ecumenical conversations and activities	Permanent: ARCHIVE every 5 years
<ul style="list-style-type: none"> • Interpretive material • Histories • Worship services 		ARCHIVE - send as produced

Series 8.00 Policy and Procedural Documents

Contents	Instructions	Final Disposition
Paper and web copies	Retain until superseded	Send to Archives as issued

Series 9.00 Supporting Documents of Official Statements

Contents	Instructions	Final Disposition
<ul style="list-style-type: none"> • Original mandate • Minutes of Committee/Task or Work Group • Drafts • Reports of focus groups and hearings • Correspondence and responses, including email and listserv • Articles relating to the study /report • Final document 	<p>Send copies of the final version to the Hewitson Library. The electronic version will be linked to bibliographies record on the Library catalogue</p> <p>Unless essential to the development of the document, resource material from outside sources should be destroyed</p>	ARCHIVE - send entire project documents to the Archives with 1 year of adoption.

Series 10.00 Legal Inquiries

Contents	Instructions	Final Disposition
<ul style="list-style-type: none"> • Opinions - outside Church • Opinions - inside church 	Retain until public disclosure is not prejudicial.	Send Copy to Archives
<ul style="list-style-type: none"> • Litigation papers 	At close of litigation restrict access for required time according to content	Send to Archives once case is completed
<ul style="list-style-type: none"> • Disciplinary hearing/judicial hearing committee files 	Archives Files Restricted and permission to be sought from AES	Send to Archives once case is completed.

Series 11: Marriage Registers: Retired Ministers often continued as Marriage celebrants. These register should be treated as Parish registers with the dissolution certificates attended to. **Permanent** : Archive once there is no further use.



Disposal Schedule for E-mails

DESCRIPTION	DISPOSAL ACTION
Formal communications between officials from Central Office, Presbytery, such as minutes and submissions	Print out and file.
Mail requesting, authorising or commenting on the expenditure of money or other resources, or any action involving such expenditure	As above
Mail containing instructions of a significant nature, including notifications of changes of policy, the establishment of precedents	As above
Mail containing comments on and suggested amendments to significant documents or proposed actions	As above
Trivial work-related material, eg routine housekeeping information such as the time and place for meetings, administrative details	Delete as soon as no longer required
Personal material	Delete as soon as no longer required
Any other routine messages of a clearly ephemeral nature	Delete as soon as no longer required