

RETENTION SCHEDULES

1.00 Marriage Registers, licences, and dissolution certificates

It is the duty of the Marriage Celebrant to complete requirements relating to marriages.

Contents	Instructions	Storage	Final Disposition
<p>Marriage Registers Marriage Act 1955: 6:35 (2) Any person having lawful custody of a register book shall keep the book safely, and any such person who negligently loses the book, or wilfully or negligently destroys or defaces any entry in the book, or wilfully or negligently allows any entry in the book to be destroyed or defaced while the book is in his custody, commits an offence and shall be liable on summary conviction to a fine not exceeding [\$100.]</p>	<p>It is a legal requirement that the registers prior to 1996 be accessible to anyone seeking a marriage. By law Registers after this date are not required to be retained by the Church.</p>	<p>The Marriage Register should not be left in a location that is vulnerable to any form of destruction including pests and vermin. It is best stored in a fireproof safe where access is limited to the main office bearers and minister.</p>	<p>Permanently Archive 5 years after the last marriage.</p>
<p>Marriage Dissolutions</p>	<p>By law Marriage Dissolutions MUST be noted on the appropriate marriage entry and the Dissolution Certificate adhered to the edge of the marriage. (see Archives Guidelines 2) This task can be delegated by the Minister to the Parish Secretary or Session member.</p>		<p>Permanent: If Archived at the Presbyterian Church Archives Dissolution Certificates can be sent to the Archives. The Archivist will attend to the dissolutions</p>
<p>Marriage Licenses These are generally personal to the celebrant and do not necessarily end up in the parish collection.</p>	<p>If there is a number gather together in a file and label.</p>	<p>Files require to be stored in a suitable filing box. Wax lined boxes are best.</p>	<p>Permanently Archive: Send to Archives with Registers.</p>

2.0 Minutes: of Session, Deacons' Courts/Board of Managers or Parish Councils/Parish Annual Meetings; Women's Organisations and other groups within the Parish where records are created and maintained.

The Session or Parish Council appoints a Clerk whose duty it is to keep a roll of its members, take minutes of its proceedings, and take charge of its papers, books and documents. [Book of Order ch.3:cl.63]

Contents	Instructions	File/Storage	Final Disposition
<p>Draft minutes, Formal minutes, Annual Minutes, the Agenda, meeting papers & reports.</p> <p>See: Book of Order regs 6-10, pp75-81 on meeting procedures.</p> <p>See: Book of Order Reg. 41-50 relating to Congregational Meetings;</p>	<p>Presbytery: On publication one copy of the meeting papers, reports and minutes are to be forwarded to the PCANZ Archives, Knox College, 1 Arden Street, Dunedin</p> <p>Ensure that ALL meeting papers are with the minutes before sending to Archives (Official duplicate copy for storage)</p> <p><i>See: The Parish Handbook for guidelines in minute recording and keeping.</i></p>	<p>Session and Board of Managers/Parish Council Minute Books should not be stored on private property but retained in the Church Safe.</p> <p>Records retained on private property are placed at risk and not covered by the Church's insurance.</p> <p>Volumes in good condition can be stored upright, damaged volumes are best stored flat</p>	<p>Permanently archive:</p> <p>Archive: On completion of a Minute Book or other completed formally signed documentation of meetings forward to Archives</p> <p>5 years after last entry.</p>

3.00 Correspondence(in/outwards): For all Courts, Committees and Church organisations

For ease of Retrieval

- Use a filing system that is uniform and easy to follow.
- 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 recipients of letter
- Do not save routine memos, unless you are the creator - save one copy
- Do not save '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	File/Storage	Final Disposition
<p>Alphabetical</p> <p>A system of filing is in alphabetical order ie from the writer or the organisation. This is not the best way to keep correspondence. (See above)</p>	<p>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</p>	<p>This correspondence can be stored in Ring Binders or Storage filing boxes. Make sure the storage is labelled for ready access.</p>	<p>Destroy every 2 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>NB restricted access and separate off into separate files. Flag original file</p>		<p>Permanent:</p> <p>ARCHIVE - 5 years after file closed</p>

ARCHIVES

Contents	Instructions	File/Storage	Final Disposition
<p>Subject Files:</p> <p>Subject Files may include: policy statements with correspondence; Individual issues; planning documentation; drafts; reviews, Hall bookings, Personal correspondence, membership correspondence</p> <p>Label each Subject File with the title of the Subject and the date of opening and closing. e.g. Session Retreat; 1980- 89.</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 for 5 yrs after subject closed.</p> <p>Note restricted access and separate off into separate files. Flag original files</p>	<p>This correspondence can be stored in Ring Binders or Storage filing boxes. Make sure the storage is labelled for ready access.</p>	<p>Permanent:</p> <p>ARCHIVE - 5 years after file is closed</p>
<p>Mail out from Wellington Bush Telegraph Public Questions Year Book Alterations SPANZ</p>	<p>Much of this may now be received via electronic mail or the internet. It should be circulated among as many as possible.</p>	<p>Place on display or circulate; Store in files or filing boxes.</p>	<p>Destroy after one year</p>
<p>Computer Disk Copies of Correspondence, Memoranda, Reports, or Other Documents</p>	<p>Make hard copies of important correspondence, reports, spreadsheets, and other documents.</p>	<p>Store on disk until no longer needed, provided that the definitive copy of the document is retained for the applicable retention period</p>	<p>Dispose or erase from disk</p>

4.0 Financial Records for Deacons' Courts; Boards of Managers; Parish Councils; Presbyteries.

See Book of Order Chapter 4 Section C; Chapter 5, Reg 172d,p,q; Regs. 387-389

Contents	Instructions	Storage	Final Disposition
Routine financial records <ul style="list-style-type: none"> • Invoices • Cheque Butts • Deposit slips • Bank Statements • Bank Reconciliations • IRD/GST • Copy receipts • Payment requests 	<p>Legally these papers are to be retained for 7 years.</p>	<p>Invoices and receipts retained in the order of payment. Some roll these others lay them flat in storage boxes.</p> <p>Date and label the contents and also note the date of disposal.</p>	<p>Destroy after 10 years</p>
Cash Books Journals Ledgers Data printouts Wage Books Weekly Offering Books* Beneficiary record Payroll registers Stewardship material and programmes	<p>Retain all financial records where financial activities are recorded</p> <p>* NB the privacy conditions of many of these records especially records related to "Envelop" giving/direct credits, Stewardship pledges etc.</p>	<p>NB: Label all ledgers and journals with the name of the parish and the title of the book.</p> <p>Stewardship material is worth retaining as it tells of an historical moment and process of financing. Keep as subject material label and date.</p>	<p>ARCHIVE - 7 years after last entry</p> <p>ARCHIVE – Stewardship material 5 years after completion of programme.</p>
Treasurers Papers Correspondence and Subject Files	<p>Selective retention - remove routine letters and retain substantive letters.</p>		<p>ARCHIVE 5 years after completion of file</p> <p>Ensure any personal and sensitive record is noted as restricted and place in a separate file.</p>

ARCHIVES

Contents	Instructions	Storage	Final Disposition
<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>Print our hard copies.</p>	<p>Destroy all rough papers after 3 years</p> <p>Archive after 5 years</p>
<p>Audit Reports</p> <ul style="list-style-type: none"> • Trial Balance • Annual Accounts • Audited Accounts 	<p>If accounts are electronically maintained identify the software and computer language for future reference.</p> <p>At regular intervals create hard copy reports which will be archival documents.</p> <p>Prepare to migrate your database from one generation of hardware and software to another. This can avoid information becoming lost because it cannot be read..</p> <p>Keep original copies and one printed copy of Annual Financial Statement.</p>	<p>Floppy disks and CDs are a vulnerable medium. Print hard copies of all significant financial records.</p>	<p>Archive hard copies after 7 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>

5.0 Human Resources – Policies & Personnel records for persons employed by the Session/Deacons’ Court/Board of Managers/Presbyteries

[See Book of Order Clause 86; 87; 118f

Chapter 10 for Church Discipline procedures and Appendix E-9 for Complaint Investigations guidelines]

Contents	Instructions	Storage	Final Disposition
<p>Individual Employees</p> <ul style="list-style-type: none"> • Applications • C.V's and letters of commendation • Performance reviews • Correspondence • Continuing education documentation • Any newspaper clippings that relate to the person in their employ • Discipline documentation <p>Human Resources Policies “Employing Staff” “Health and Safety” “Safety and Protection”</p>	<p>Anyone employed by the Parish as lay ministers or youth workers or in general positions the records are governed by policy set by the Human Resources Policy of the PCANZ</p> <p>Retained on site until employee leaves. Then only biographical history and the duration of the employment needs to be retained.</p> <p>Any disciplinary files to be forwarded to the Presbytery & AES.</p>	<p>Any files retained for the employee must be kept locked and in strictest confidence.</p> <p><i>Follow PCANZ regulations regarding Disciplinary and Complaint files. Ensure the privacy of these papers.</i></p>	<p>Permanent: Restricted Access for 75 years after closure of file or 10 years after death of the person or at Archivist's discretion.</p> <p>Archive personnel files 1 year after the employee has terminated the employ.</p> <p>Human Resource Policies Retain until superseded by new laws and Acts.</p> <p>Destroy old Acts</p>
<p>Unsuccessful Applicants</p>	<p>Follow the Policy laid out by PCANZ.</p> <p><i>Return C.V's to unsuccessful applicants</i></p>	<p>Make sure that these files are not caught up with general files. Store separately</p>	<p>Destroy 1 year</p>

6.0 *Rolls and Registers for ALL Organisations*

- Specific tasks relating to rolls and registers may be delgated by the Session/parish clerk.
- Rolls should be revised annually
- Presbytery may ask to see the rolls at the time of the Quinquennial Visitation
- Keep a list of families under pastoral care
- Some PCANZ and Presbytery levies are based on parish roll numbers - it pays to be accurate
- The minister's name should be on the Communion Roll
- Communicant and adherent numbers are required each June for official compilation of the national statistics

Contents	Instructions	Storage	Final Disposition
Membership & Communion Rolls 'The Session or Parish Council compiles and keeps the rolls of the Congregation...' [BOO:91]	Retain all rolls from all organisations. <i>If an Electronic record print out hard copy annually.</i> See BOO Appendix H 11 for Transfer certificate	Do not store computer disks or CD as they remain a vulnerable long term method of storage.	Permanent: Archive 5 years after completion
Baptism Register	This register must be maintained in a hard copy as reference can be made to it for marriage into other faiths and where a transcript is to be made. It is recommended that Register have no more then 50 years of entries.	These can be stored upright, but are best laid flat so less stress is placed on the spine. If cover is loose tie with legal tape and place in a storage box for extra protection.	Permanent: Archive 5 years after completion
Cradle Rolls	In the past this roll was retained for all children baptised and their birthday remembered. Once they commenced Sunday School their name was removed	If the roll is a wall chart ensure they are stored flat. These are best protected when not hung in direct light.	Permanent: Archive 5 years after completion

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Contents	Instructions	Storage	Final Disposition
Directories/Newsletter lists	Once superseded gather other parish copies and destroy	Retain one copy permanently.	Permanent: Archive 5 years after completion
All Attendance and membership Rolls from all Organisations including Youth and Women's work.	These registers are most useful for researchers looking for members of their family who attended various groups in the past. Where possible they should be gathered together.	Often these registers are small and can become misplaced. Store together in a filing box.	Permanent Archive 5 years after completion

7.00 Historical Papers and Activities

Content	Instruction	Storage	Final Disposition
Anniversary Papers: Minutes, Activities and Papers, Anniversary Services	It is worthwhile collecting together all the planning papers for the celebration. Invitations, registrations, correspondence, ephemera. Orders of Worship, sermons, historical narratives, photographs, videos, and other memorabilia are all worth keeping.	Place each series into a file and store in filing boxes. Label and date	Permanent: Archive 2 years after celebrations
Financial Papers in connection with celebrations <ul style="list-style-type: none"> • Invoices & Receipts • Bank Books • Income and Expenditure records 	Follow as for Financial records	Store in separate filing box, label and date	Destroy 7 years after closed Archive Cash Books - 2 years after celebration

8.00 Newsletters/Orders of Service/Weekly Bulletins/Annual Reports

Contents	Instructions	Storage	Final Disposition
Newsletters These tell us much about parish life and activities and often are the only place to see what takes place outside the formal parish activity.	If Electronic, Print out for Archives	Sort into date order; tie in small bundles with tape	Permanent: Send copies to Archives annually
Orders of Worship Documents the parish spiritual life and the various approaches and practice to worship. Also highlight the special services that take place.	Retain and forward to the Archives annually.	As above	Permanent: Send copies to Archives
Weekly Bulletins May act as the parish newsletter but generally tell of weekly notices, baptisms, deaths and may be used for service participation.	Retain a set for parish use.	As above	Permanent: Send copies to the Archives annually
Annual Report Gives overview of Parish life for the Year and includes the Financial Annual Statement	Retain a copy for parish use. Send 2 copies to the Archives	As above	Permanent: Send to the Archives annually.

9.0 Property Records and Plans

See Book of Order Chapter 4 Reg. 118; Chapter 5 Reg. 172

Contents	Instructions	Storage	Final Disposition
Property Transactions: (includes anything relating to church buildings, the manse, purchase of an organ, motor vehicle, etc.)	Retain all correspondence and applications in obtaining approval for property transactions. NB: It is most important to retain all correspondence and agreements relating to forming cooperation or union as these documents become essential in any dissolution of the union arrangement.	Treat all property transactions as subject files and label clearly with the date. Do not store amongst general correspondence.	Archive 5 years after the closure of the file
Plans and Blue Prints, Specifications, Agreements.	These plans are often called upon when repairs or extensions are to be undertaken. Ensure that all original plans, and plans for any additional alterations are dated.	Retain in a rolled up form if that is how the plans have been stored. They are best stored flat. The Archives can provide enclosures for plans.	Archive once building is completed. If required the plans can be returned to the parish on request.

10.00 Photographs

See Guidelines for Caring for Photographs (Guide Sheet 2) – Presbyterian Archives Publication

Contents	Instructions	Storage	Final Disposition
<p>Prints & Negatives, Slides</p> <p>A visual history of the parish and the activities undertaken is a wonderful dimension to the written history and heritage story.</p>	<p>Name and date all photographs.</p> <p>See guide to the “Care of photographs” on Archives website.</p>	<p>Should be filed separately from paper documents.</p> <p>Negatives are best stored separately from the photographs</p> <p><i>Do not store in sticky Albums. The photographs become damaged with the adhesive.</i></p> <p>Photographs are best stored on acid free paper albums using photo corners. Do not use blue stick corners, Sellotape or double-sided tape.</p> <p>Do not leave around in damp or humid locations which fluctuate in temperature as the photos will deteriorate.</p> <p><i>The Archives can provide enclosures</i></p>	<p>Permanent:</p> <p>Archive as soon as possible after occasion.</p>

11.0 Ephemera: Printed Material that is produced for various programmes and activities

Contents	Instructions	Storage	Final Disposition
Baptismal and membership cards, attendance records, awards, concert tickets, programmes, communion tokens.	Store in folders so these do not get lost. Keep at least two of each item. If you have a collection of communion tokens retain them all. They are in fact quite valuable as a collector's item.	Store in filing boxes and label and date	Archive once they are no longer required.

12.00 Publication and Resources: Material produced by the congregation to assist its programmes and promote its activity document the life of the parish and other Presbyterian publications and resource materials used for education

Contents	Instructions	Storage	Final Disposition
Parish Histories; Pulpit Bible; Music; Promotional material General Assembly Proceedings General Assembly Year Books Church Publications APW Annual Reports Resource materials	Bibles: Although it is difficult to dispose of Bibles, the ordinary popular version need not be archived. A Pulpit Bible may add interest to the collection, it may have been donated or is very old. Music: retain 2 copies of old choral music Resource materials should be distributed to the organisations and groups who can benefit from them Retain Parish histories to distribute to new members.	Store in dry environment Music can be stored in title order and filed in storage boxes Resource materials can be filed by subject and kept in an accessible location. These materials seldom have long-term value.	Surplus copies of parish histories can be sold off at second had book shops Archive: Bibles, Music, 2 copies Parish Histories. Archive: Samples of Sunday School and Bible Class material.

13.00 Recordings: Videos/Sound Recordings/DVD/CD.

Contents	Instructions	Storage	Final Disposition
Video and audio tapes; 35mm film; vinyl records	These are significant resources that give a visual and sound history of the parish	Video and audio tapes should be stored in a manner that respects the fragility of the medium.	Archive one year after the event. Any 35mm film should be sent to the National Film Archives in Wellington on long term loan for special preservation.