

## 2.2.3 Information Retention and Distribution

The Senior Minister shall not allow inadequate protection, retention, or access to church records.

Accordingly, the Senior Minister shall not:

1. Fail to preserve essential historical records, nor historical documents related to shared experiences important for congregational health.
2. Restrict member access to relevant documents, except where legally or ethically confidential.
3. Risk loss or misuse of intellectual property, data, or physical records.
4. Lack written procedures for the retention, backup, destruction, and distribution of key records.
5. Interfere with the Board's authority over its own records or fail to support their stewardship.

---

Revision #1

Created 2026-03-13 03:10:48 CET by Gretchen Haley

Updated 2026-03-13 03:11:21 CET by Gretchen Haley