

Programmatic Records

Administrative Records	Minimum Retention Period
Agenda and Official Minutes of Board Meetings and Committees	Permanent
Building Blueprints, Floor Plans and Architectural Drawings	Permanent
Building Use Records	Three years
Calendars and Scheduling Records	Three years
General Correspondence	One year + current
Information on the establishment and implementation of policies and procedures, including manuals	Permanent
Organization Charts	Permanent

Membership Records	Permanent
Personnel Records	Seven years
Publications	Two years
Special Programs and Events Schedules and Records	Two years
Sunday Service Recordings	Three years

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