

Presbytery Records Retention & Disposition Schedule

The following chart has been compiled by The Presbyterian Church in Canada Archives as a suggested guideline to help Presbytery clerks manage their Presbytery's records. If you have questions or would like further information, please don't hesitate to contact us. Email and telephone information can be found on our website at www.presbyterianarchives.ca

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Type of Record/File/Document	How Long to Keep?
General records	
Minutes (official, printed, signed copy)	Permanent
Minutes (copy minutes, duplicate copies, digital copies)	Keep only as needed
Closed Door/In-camera Minutes	Permanent
Formula with signatures	Permanent
Edicts of Induction and/or Ordination	May be disposed of after 2 years
Reports prepared by the Presbytery for other church courts	Permanent (if not already kept in the minutes or as an appendix to them)
Reports submitted to the Presbytery by Presbytery committees	Permanent (if not already kept in the minutes or as an appendix to them)
Correspondence (significant) – i.e., matters dealing with legal, policy, or property issues requiring decisions, actions, or response. Matters for which it is important administratively to preserve in perpetuity the correspondence in addition to whatever information is recorded in the Presbytery minutes.	Permanent
Correspondence (routine) – i.e., matters dealing with general or temporary issues, such as routine memos, financial issues, event announcements, correspondence from 50 Wynford Drive, news from congregations, items sent simply for information, etc. Matters for which the information contained within the Presbytery minutes is administratively sufficient.	Keep only as needed (for some records this may mean keeping only until the event or activity is over; for other records, such as correspondence around financial issues, it may be advisable for the term to be as long as 7 years.)
Examinations of Session records	May be disposed of after 2 years
Contact lists/Mailing lists/Email lists	Keep only as needed
Presbytery Committee records	
Reports to the Presbytery (i.e., reports submitted to the Presbytery by committees of the Presbytery, such as Pastoral Relations, Congregational Life, Mission, etc.)	Permanent (if not already kept in the minutes or as an appendix to them)

Presbytery Committee records (cont'd)

Minutes, general correspondence, draft reports, working papers, etc.	Keep only as needed
<p>Special projects (i.e., records relating to any special studies, surveys, pilot projects, historical projects, etc. that have been conducted by, or for, the Presbytery or a Presbytery committee):</p> <ul style="list-style-type: none"> a. Reports to the Presbytery regarding the project b. Final product of the project (if applicable), i.e., study, survey, resource, etc. c. Correspondence, planning documents, timelines, surveys, etc. 	<ul style="list-style-type: none"> a. Permanent (if not already kept in the minutes or as an appendix to them) b. Permanent (one copy only) c. May have archival value; please contact the Archives

Legal records

Property documents (deeds, titles, declarations of trust, etc.) for property held by the Presbytery, i.e., camps, etc.	Permanent
<p>Property documents relating to congregations within the Presbytery's bounds:</p> <ul style="list-style-type: none"> a. Documents signed/owned by the Presbytery b. Documents that are duplicates of ones already held by the congregation 	<ul style="list-style-type: none"> a. Permanent b. Keep only as needed
Contracts and agreements (leases, rentals, services, etc.)	Keep for 2 years after the contract has ended or has been superseded
<p>Funds/Trusts</p> <ul style="list-style-type: none"> a. Documents relating to the establishment, terms, purpose, etc. of a fund/trust as well as any legal documents b. Reports to Presbytery regarding the fund/trust c. Correspondence, notes, drafts, and other documents relating to the fund's general administration d. Financial records - statements, reports, spreadsheets, etc. 	<ul style="list-style-type: none"> a. Permanent (if not already kept in the minutes or as an appendix to them) b. Permanent (if not already kept in the minutes or as an appendix to them) c. Keep only as needed d. See "Financial records"
Insurance policies – liability (if not held by the Board of Trustees)	Permanent
Insurance policies – fire, property, travel etc.	7 years after term has finished
<p>Bequest/Estate Files:</p> <ul style="list-style-type: none"> a. Legal documents relating to the bequest b. Correspondence, notes, drafts, and other documents relating to the bequest or estate's general administration c. Financial statements, reports, spreadsheets, etc. 	<ul style="list-style-type: none"> a. Permanent b. Keep only as needed c. See "Financial records"

Judicial Process records (see Book of Forms sections 313-343 for more information)

<p>Non-Disciplinary Cases and Corrective Cases:</p> <ul style="list-style-type: none"> a. Initial complaint and associated documents b. Report of the Investigating Committee c. Report of the Review Committee (if one was appointed) d. All other documents relating to the complaint 	<ul style="list-style-type: none"> a. Permanent b. Permanent (if not already contained in, or with, the minutes) c. Permanent (if not already contained in, or with, the minutes) c. Destroy once a resolution is achieved and the appeal period has expired
<p>Disciplinary Cases:</p> <ul style="list-style-type: none"> a. Report of the Investigating Committee b. Judicial records <ul style="list-style-type: none"> - The minutes of the relevant proceedings, and the attached documents including copies of citations issued and certification of service - All documents admitted in evidence or authenticated copies of same - Certified copies of any correspondence or judgements issued by the court c. Documents relating to the case but not admitted as evidence during the trial 	<ul style="list-style-type: none"> a. Permanent (if not already contained in, or with, the minutes) b. Permanent c. Destroy once a resolution is achieved and the appeal period has expired.
<p>Appeals</p> <ul style="list-style-type: none"> a. Judicial records 	<ul style="list-style-type: none"> a. Permanent
<p>Records relating to a complaint of sexual abuse or harassment</p>	<p>See the “Policy of The Presbyterian Church in Canada for Dealing with Sexual Abuse and/or Harassment”</p>

Financial records

<p>Financial Statements (Audited)</p>	<p>Permanent (if not already kept in the minutes or as an appendix to them)</p>
<p>Monthly financial statements, drafts, working papers</p>	<p>7 years</p>
<p>Budgets (Approved)</p>	<p>7 years (if not already kept in the minutes or as an appendix to them)</p>
<p>Draft budgets, statements, working documents, etc.</p>	<p>Keep only as needed</p>
<p>General Ledger</p>	<p>7 years</p>
<p>Bank reconciliations, bank statements, deposit books, cancelled cheques, etc.</p>	<p>7 years</p>

Financial records (cont'd)

Receipt remittances	7 years
Invoices, utilities, and other bills	7 years
Tax related documents	7 years
Payroll records	See "Personnel records"

Personnel records

(i.e., documents relating to individuals employed by the Presbytery, either full-time, part-time, or on contract)

Employee record – name, address, start date, etc.	3 years after left employment
Leave documents (parental, emergency, etc.)	3 years after left employment
Performance reviews	3 years after left employment
Payroll – wage statements, hours, etc.	7 years
Tax related documents, T-4s	7 years
Vacation pay, vacation entitlement, vacation time taken.	7 years
Police Records Check Log	Permanent

Issue Files

(i.e., files that document specific issues - events, activities, property, congregational matters, conflict, etc. - overseen or managed by the Presbytery, or by a Presbytery committee).

Files/documents regarding a complaint or conflict that was resolved without going to a judicial process	Keep only as needed
Files/documents regarding a complaint or conflict that led to a judicial process	See "Judicial Process records"
Files/documents regarding issues that have high significance from a legal, administrative, financial and/or historical standpoint. Examples may include files relating to property ownership issues (cemeteries, closed churches, etc.), or services of worship for unique community events of notable solemnity or celebration.	Permanent; please contact the Archives if unsure.
Files/documents regarding general or routine issues with no long-term legal, administrative, financial and/or historical value	Keep only as needed

Records of Special Ministries/Organizations that are overseen by the Presbytery

(i.e., records relating to any entities/bodies/ministries operated or overseen by the Presbytery, such as camps, chaplaincies, outreach ministries, etc.)

Reports to the Presbytery	Permanent (if not already kept in the minutes or as an appendix to them)
Personnel records (if applicable)	See "Personnel records"
Financial records, statements, receipts, etc. (if applicable)	See "Financial records"
Administrative and operational records of the organization	May have archival value; please contact the Archives

Resources/Publications

Orders of service, booklets, pamphlets, directories, histories, newsletters, videos, etc. that have been produced by or for the Presbytery	Please contact the Archives; keeping one copy may be of value
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Records of Dissolved Congregations within the bounds of the Presbytery

Records such as Session Minutes, Baptism Registers, Marriage Registers, Treasurer's Records, etc.	Many are permanent and need to be kept; please contact the Archives for a complete list.
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