

**Domestic and Foreign Missionary Society
Records Retention and Management Policy**

Approved by Executive Council, April 22, 2009

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Records Retention and Management Policy

I. Purpose

This policy addresses the need of the Domestic and Foreign Missionary Society (the Society) and the General Convention to follow standard policies and practices for the retention, disposition and systematic management of organizational records. The reasons for having a records management policy include: securing access to records that are essential to ongoing operations, ensuring business continuity in the event of unanticipated events, reducing exposure to unnecessary fiscal and legal liabilities, responding effectively to discovery requests, reducing costs of information management, and preserving information assets and institutional memory. In the current record keeping environment, a records management policy includes these goals:

1. A common understanding of the definition and scope of the Society's records
2. Controls over retention and disposition of records in compliance with regulatory requirements and administrative standards
3. Provision for the management of electronic records and communications
4. Ongoing maintenance, audit and storage of records
5. Definition of responsibilities of the record creator and other records custodians

II. Policy Statement

This policy, together with approved procedures and management standards, establishes requirements for the retention, disposition, maintenance, and preservation of the Society's records in all formats and media, including electronic records and communication, in accordance with statutory and regulatory standards, and appropriate administrative standards and best practices. All business records will be scheduled and maintained for a minimum required retention period, and thereafter as necessary for archival purposes. No record will be improperly or prematurely disposed of by any employee. All Society employees are obligated to follow the Society's records retention and management procedures as established by this policy.

III. Scope of Coverage

Records of the Society and the General Convention

This policy affirms that a record of the Society and the General Convention is information that is recorded or captured as evidence of the organization's business activities and transactions. **The Society's records are the records created or received by any officer or agent of the Society in the exercise of their fiduciary responsibility.** This policy covers information that is in a fixed form and recorded on standard media and formats, including documents on paper (e.g., reports, minutes, blueprints), printed publications (e.g., DFMS and General Convention publications), electronically stored information (e.g., databases, text documents, digital images), electronic communication (e.g., emails and list postings), electronic records, and electronic publications (e.g., websites, intranets).

A full definition of what constitutes a record for purposes of records retention and management of the Society's records is found in Canon I.5.2:

Records are defined as all fixed evidential information regardless of method, media, format or characteristics of the recording process, which have been created, received or gathered by the Church, its officers, agents or employees in pursuance of the legal, business and administrative function and the programmatic mission of the Church. Records include all original materials used to capture information, notwithstanding the place or conditions of creation, or the formality or informality of the characteristics of the record. The records and archives of the Church are not limited by the medium in which they are kept and include such formats as paper records, electronic records, printed records and publications, photo-reproduced images, and machine-readable tapes, film and disks.

Employees of the Society are required at the time of hire to acknowledge the Society's ownership of records as work product and works-for-hire by signing the statement, "Ownership of Records, Files, Documents and Other Papers Produced by Employees of the Society During the Course of Employment."

Personal records are not records of the Society, and this policy does not cover records produced by employees in the course of activities unrelated to their employment or the work of the Society. Personal records should not be kept in the Society's paper files or electronic record keeping and information storage systems.

Business Records and Processes

The scope of the business records produced by the Society and the General Convention includes corporate responsibilities, canonical mandates, and mission programs. Retention and disposition of the Society's records include all records created by employees while performing the work of the Society.

The business processes of the Society include the exercise of executive and primatial leadership, administration of corporate functions in human and material resources, management of finances and investments, use of information and communication technologies, support of the General Convention and its official bodies, implementation of the General Convention's mission program, development of ministry, and maintenance of jurisdictional affiliations. (An outline of the Society's business processes is maintained by the Archives and can be found in a discussion document attached to this statement.)

IV. Records Management

The fundamental principles of records, information, and archival management are applicable to both paper and electronic records. These principles include appropriate organization, maintenance, and disposition of the records.

- **Organization of Records.** Records should be organized and kept in identifiable filing scheme structures throughout the life cycle of the record from office use to inactive custody in the Records Center or Archives. Once a record is declared by the creator, the record should be filed or stored in the filing system. The Archives and Records Management staff will work with the individual and department to identify useful and logical filing schemes.
- **Maintenance, Security and Authenticity.** Keeping authentic records after the point of current business use requires that they be set apart with all the features of their initial creation and use. The Archives will retain records as approved and scheduled in a secure environment and provide controls to ensure that paper records are kept in their original form. The Archives will work with the information technology personnel (e.g., MIS and Communications offices) to create retention and accountability controls over electronic records. The most effective way to guarantee authenticity for electronic records is to implement enterprise-wide electronic records management.
- **Retention and Disposition of Obsolete and Legacy Records.** Paper and electronic records will be retained for ongoing business use, and ultimately destroyed, retired, or refreshed for future use. These activities are conducted in accordance with the Society's records retention schedule and management policies. The appropriate destruction of paper and electronic records, including confidential business and personal data, will be supervised by the Archives' records management officer and documented for audit purposes using standard destruction logs and records schedules.

V. Responsibility and Accountability

Responsibility for managing the records of the DFMS and the General Convention is shared by the individual record creator, the departmental custodian of the record, and the keeper of the Society's records (the Archives). Other officers and agents have an important role in securing the Society's records. These centers of accountability are:

- **Executive management (COO and senior management).** Reviews and approves retention recommendations, enforces policy compliance, and secures resources for records management
- **Records management staff (Archives).** Proposes and implements policies and procedures for the retention and disposition of records in all formats, and carries out records management for offices and agencies of the DFMS and the General Convention.
- **Information management and communications systems staff (MIS and Communications).** Act as managers of networked information, electronic mail and communication, Website publications, and electronic documents in content management systems. These departments work with Archives to secure electronic records as designated for temporary or permanent retention.
- **Departmental managers and staff.** Each employee and manager is responsible for retaining and identifying records as prescribed in all formats, reviewing and acknowledging retention policies regarding specific records, and working with Archives to comply with the Society's policies on records retention and the orderly retirement of records that fall within the scope of their work.

VI. Administration

Enterprise-wide Records Management

This policy represents a change from the existing situation of ad hoc retention guidance and compliance to uniform standards applied across all offices of the Society for all record formats. The following operations form the basis for the Society's records management program.

- Electronic records and communication are integrated with the management of other records and information resources of the Society's workplaces. The implementation of an enterprise-wide model of records management is facilitated by using an electronic document and records management system (EDRMS) to integrate the management of all record formats.
- Each department will identify an individual who acts as records liaison to the Archives' Records Management Office to assist in implementing retention and management policies for unit and departmental records, including both paper and electronic records.
- Department managers will consult with the Archives' staff to examine any policy-related implications of new record keeping systems in order to address retention, content management, and access-related issues before adoption. *This is a critical design step* before deploying new electronic information systems or major enhancements to existing systems.
- The Archives will maintain an auditable inventory of the Society's electronic records and information systems, specifying the location, manner, and media in which electronic records are maintained to meet operational and long-term archival requirements.

- The MIS office will work with the Archives to identify and verify the existence of, and develop and maintain up-to-date documentation about, all electronically stored information and electronic record keeping systems that hold current data applications and legacy files.
- The Archives develops and implements approved records retention and disposition schedules for the Society's records. Records retention schedules include electronic records wherever they are created by the Society's employees, offices or agents.
- Department managers are to work with the Archives and MIS to establish procedures and safeguards to ensure that the requirements of this policy are applied to electronic records that are created or maintained by third parties contractors or as remote web applications.
- Archives will provide training to users of software and electronic mail systems on record keeping requirements, procedures for designating email as records, and moving or copying records for inclusion in a record keeping system.

Email and Electronic Communications

Email created in a work-related capacity utilizing the information systems of the DFMS are records of the Society. Each employee acknowledges and observes the Society's rules for using its email system upon hiring (e.g., "Proper Use of DFMS Computer Resources", dated May 14, 2004). Individual employees are responsible for managing email messages and attachments for purposes of declaring a retained record or destroying messages that are considered transitory or obsolete for purposes of transacting the business of the Society. Email messages are scheduled for retention or destruction. Messages deleted by the records creator as transitory or obsolete will be scheduled for destruction. Records retained by the record creator will be retained according to a schedule and reviewed for archival retention.

Legal Discovery and Hold

The Society has been and may in the future be served with a subpoena or a legally mandated request for records. Employees may become aware of or suspect a potential legal action, a civil investigation, an audit, or other legal demands and discovery requests concerning the Society's business activities and programs. In such circumstances and events, employees shall suspend all document destruction, disposal, and deleting activities as necessary to comply with laws. Employees should seek the advice of the Society's counsel. Counsel shall immediately inform the Archives' staff of the hold. Archives' staff will take all appropriate and necessary steps to secure all documentation from further disposition, and shall assist in informing all other appropriate staff of the suspension of records destruction, including but not limited to those responsible for electronic information storage and records keeping systems.

Security

The security of records held in the Record Center is the responsibility of the Archivist for Records and Information Management Services. Except in urgent circumstances, physical access to the Records Center takes place under the supervision of the records management officer or other Archives' staff. Access to the contents of the Records Center is managed through inventory records kept by the Archives. Security for electronic records maintained as active or legacy records in the ECC's networked information systems is the responsibility of the enterprise technology services office (MIS). Security for electronic records maintained as active or legacy records in Field Offices of the Episcopal Church Center is the joint responsibility of the Field Office, the host technology services office, the MIS office, and the Archives. Access to electronically stored information for purposes of establishing retention and

inventory control of the Society's records is managed through the enterprise-wide electronic document management system and is the joint responsibility of the Archives and the creating office or departmental management.

Access to Non-current Corporate Records

Employees are responsible for controlling access to active records. Records transferred to Archives are accessible to the record creator and their successor agents. External access to unpublished corporate records that are less than 30 years old is restricted. Access to restricted records is granted through the department head, the chief executive officer, or the Canonical Archivist or the delegate thereof in a matter of legal or corporate importance. Access to personnel records, records of a private or personal nature, and other records identified by the creator and the Archives as confidential file series are restricted for a period of 80 years. The Board of the Archives and the Executive Council establish access policies for the Episcopal Church's inactive records and archives.

Destruction of Records

Decisions on what should be destroyed and when should be based on the content of records without consideration to their format. Inactive records with no operational, legal, fiscal or historical value are destroyed according to approved records retention schedules. In the event that a record is new, or has not previously been scheduled, it is analyzed for its business purpose and scheduled for destruction. An Archives staff person supervises the certified physical disposal of scheduled records and maintains standard destruction registers. The Archives will use electronic records management software to ensure an independently verifiable audit trail exists for the scheduled destruction of electronic records, including proper disposal of back-up copies.

Additional Considerations Regarding Electronic Records

Federal Rules of Civil Procedure make electronic record discovery the norm and raise the expectation that every organization will be able to identify an inventory of information sources and be able to generate information outputs. The Archives is responsible for the regular survey of the Society's electronically stored information, and for identifying all structured and unstructured electronic records. The survey will include the physical and logical location of network servers containing any and all electronic records of the Society, including records held by third-party vendors.

The Archives will prepare and apply records retention schedules for the Society's electronically stored information and records, including the Society's Web content, Internet publications, electronic messaging, voice mail, peer-to-peer collaboration, intranets, PDAs, Web 2.0 communications, and all other electronically stored information formats yet to be devised. Practices will be developed to permit disposal or retention of discrete data sets in accordance with legal, administrative, or historical requirements. Archives' staff will analyze and recommend electronic storage requirements for the Society's permanent and long-term retention of electronic records.

Electronic records depend on systems that enable a person to review, evaluate, and transfer non current and legacy records to a read-only archive server. Transactional computer records will be kept and maintained to create an audit trail of all system and data application processes, and all user activity. Archives and MIS will work together to identify the best technological solutions for the long-term retention and preservation of electronic records, while meeting wherever possible the goal of General Convention Resolution 2006-A049 (Adopt Open Standards for Data). The Society will find the resources to be in compliance with General Convention and other regulatory requirements that affect electronic records.

Employees' electronic records will normally be created, maintained, and/or backed-up on the Society's networked computer systems. This policy covers all of the Society's records, including electronically stored information maintained on host data servers in the Society's field office or remotely by third-party contractors. Routine practice and contingency plans for data back-up systems and disaster recovery for vital records will be documented and regularly updated. The MIS office, and any departmentally contracted IT staff working independently of the Society's MIS office, are responsible for notifying Archives staff at the earliest opportunity of any plans to update, retire and/or migrate active or legacy files to new applications or storage environments. No one should destroy electronic data sets or legacy records without notifying and getting permission from the Archives first. The Archives will evaluate the electronic records on the basis of existing laws and regulations, professional standards, best practices, and evidential value, and then assign a retention period.

Degrees of security required for file storage and management will reflect the sensitivity and confidential nature of any recorded material. Authorized Archives staff will have read-only clearance for purposes of implementing retention, disposition, indexing, and maintenance of all non-current and legacy electronic records stored in the Society's computer systems. Appropriate security systems, notification procedures, and restrictions will be established to protect privacy and confidentiality. As appropriate and within policy, legacy electronic records will eventually be made accessible for Church-wide research.

Implementation of these requirements and best practices is assured by deploying technological solutions that match the technology being managed. While some piecemeal measures can be taken to identify retained electronic records and dispose of obsolete electronic records, the Society is best served by deploying an electronic document and records management system (EDRMS) for an enterprise-level management solution to electronic records retention and disposition. An Implementation Discussion accompanying this policy statement contains an elaboration of the features and advantages of an EDRMS.

Rev. 04-22-2009

Introduction

The Executive Council adopted a corporate Record Retention and Management Policy (April 2009) to govern the legal and administratively sound disposition of records created by employees and agents of the Domestic and Foreign Missionary Society (DFMS). This Retention Schedule is a supplement to that Policy. It supersedes previous schedules or departmental practices. Council's policy requires employees to observe retention periods, regardless of format, and to work with the Archives to identify and to retire or destroy records that fall within the scope of their work.

The DFMS Retention Schedule will be updated semi-annually as new records are created and departments evolve. Offices and staff functions not currently included in the Records Schedule, especially those not centrally located at the headquarters, are expected to work with the Archives to create entries for their unique records.

DFMS Records

All records created or received by the employees and agents of the DFMS and officers and members of the General Convention in the exercise of their fiduciary responsibilities belong to the Society. The Society's employees and agents generate records in their activities to conduct the business of the Society. Records exist as fixed evidential documents in electronic, paper, or other recording media. Employees are required to identify and retain their records as the Schedule prescribes by reviewing retention policies that apply to specific records within their assigned areas of responsibility. The Archives of the Episcopal Church is charged with recommending retention standards for administrative, fiscal, and legal compliance and identifying records that have long-term historical value to the Church.

How to Use the Retention Schedule

The schedule includes a title and description for each record, and gives specific instructions on how long a record should be kept by the Society (retention), and what employees should do with the record once its business use has ended (disposition). The retention periods apply to both paper and electronic records. The schedule includes citations for the legal requirements or customary retention standards, and a citation bibliography. Employees should plan to review their electronic and paper records annually. Contact the Archives for specific instructions before sending or destroying records, especially if they are not listed on the Retention Schedule.

The schedule divides records into three main sections:

- **General Schedule** covers typical business and mission program records of the Society's offices and TEC governing bodies. The General Schedule is subdivided into sections by function: Administrative, Databases, Financial, Grants, Personnel Supervision, and Publications and Media.
- **Specific Schedules** cover the specialized functions of a number of specific offices, such as Accounting, Building Management, Development and Fundraising, Episcopal Migration Ministries, and several others. If you do not see your office, check the General Schedule or contact the Records Manager to have your records added to the schedule.
- **Special Schedules** include unique records and Episcopal Church agencies that use The Archives of the Episcopal Church for records retention.

Searching for records can be done by using the bookmarks on the left panel to browse, or by keyword searching (CTL +F) using terms that may appear in the title or description fields. If you cannot locate your records on the schedule, contact the Archivist for Records Management. Records not yet covered will be added in the next version of the schedule.

Key: CY + # (yrs.) = Calendar Year plus number of additional years before sending to Archives or destruction. Thus, CY+3 translates to keeping records through the calendar year that they were created, plus an additional 3 years.

DFMS Records Retention Schedule
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Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedules: Records Found Across Departments					
General Schedule: Administrative Records					
Administrative Files, Executives and Department Heads	Correspondence, memoranda, reports, studies, policies, and documents that provide evidence of the formulation, completion and outcomes of business activities, including decisions, procedures, policies, guidance, authorizations, allocation of resources, compliance with legal requirements, business reporting, and accountability measures/practices.	Permanent.	Send to Archives after CY+5 years.	Chief Operating Officer, Chief Financial Officer, Executive Officer, Presiding Bishop, President House of Deputies, Department Heads	1.3.20; 1.6; 1.12; 1.15.7; 5.2.2.3; 5.2.12.1; 5.2.18; 5.4
Calendars and Schedules, Executive Officers	Calendars of meetings, business trips, arrangements and activities conducted on behalf of the DFMS. Retained for legal purposes.	Permanent.	Send to Archives after CY+5 years.	Chief Operating Officer, Chief Financial Officer, Executive Officer, Presiding Bishop, President House of Deputies, Department Heads	1.3.20, 1.15.7
Committee and Commission Working Files -- Staff and Liaison Copies	Files, documents, correspondence, survey returns, and other working papers not necessarily recorded in the formal record of the Extranet, but retained for reference by DFMS staff with an official (e.g., PB, PoHD, Executive Officer) or assigned liaison relationship to the group. Liaison relationship records may include correspondence, reports, copies of minutes, evaluations, and reports.	Selective retention.	Send records to Archives for retention review after CY+5 years or when use ceases.	All Departments	1.3.22; 5.2.2.3; 5.2.18

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Administrative Records					
Contact Lists and Profiles, Episcopal Church Members	Contact data and profiles of TEC members. Formats include databases, spreadsheets, web applications, word processing documents and printed masters. May include personally identifiable information.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require annual snapshot. Retain inactive data until Archives review.	All Departments	1.12; 2.32; 2.57; 1.17; 5.1.6
Contact Lists, Extended Professional Associations	Contact information of people in networks, movements and activities that support staff or complement the aims of the Episcopal Church but that are not directly related to TEC's mission and programs. May include personally identifiable information.	Temporary.	Destroy after use ceases. Shred or purge for confidential destruction if records contain personally identifiable information.	All Departments	1.1; 2.32; 2.57
Correspondence, Chronological (Chron) Files and Convenience Files	Communications retained in date order, usually duplicate copies. Some offices file original correspondence in date order.	Selective retention.	Send originals or unique files to Archives after CY+3 years for retention review. Shred duplicates or send to Archives for confidential destruction.	All Departments	1.1; 1.3.25; 5.4
Correspondence, Courtesy	Includes routine and transitory messages, notices, informal meeting arrangements, meeting reminders, housekeeping routines, broadcast email, and copies that require no action.	Temporary.	Destroy after use ceases.	All Departments	1.1; 1.3.20; 1.8; 1.12; 1.17; 5.4
Departmental Guidelines and Procedural Manuals	Memoranda, rules, orders, notices for internal policies and procedures. Also includes final approvals and draft versions, meeting notes and working papers.	Selective retention.	Send to Archives after superseded for retention review.	All Departments	1.1; 1.3.10; 1.3.11
Diocesan and Provincial Program Files	Documentation and substantive correspondence on local mission work and special ministries.	Permanent.	Send to Archives after CY+5 years.	All Departments	1.12; 1.17; 1.15.3

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Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Administrative Records					
Email Broadcast List Service -- Subscriber's Copy	Email received routinely by a list service not owned by the DFMS.	Temporary.	Destroy after use ceases.	All Departments	1.3.21
Email, Broadcast List Services -- Sponsored, Administered or Owned by the DFMS or the General Convention	Includes list serves, announcements, newsletter like publications. See also Publications and Media.	Selective retention.	Consult with Archives for evaluation and retention decision. Retain inactive data until Archives review.	Originating Office	1.1; 1.12; 1.17; 5.1.5; 5.1.6
Email, Courtesy Messages	Includes routine and transitory messages, notices, informal meeting arrangements, meeting reminders, housekeeping routines, broadcast email, and copies that require no action. Thank you replies, cc copies that require no action.	Temporary.	Authorized user or account holder to delete messages after use ceases. Destroy all backup from computer system 3 months after deletion.	All Departments	1.1; 1.8; 1.12; 1.17; 5.1.6; 5.4
Email, Substantive: Content and Attachments	Communications that provide evidence of the formulation and outcomes of business activities, including decisions, procedures, policies, guidance, authorizations, allocation of resources, contractual agreements, compliance with legal requirements, business reporting, and accountability for actions.	Permanent.	Consult with Archives on PST file creation and other data retention methods. Send to Archives CY+5 years or sooner as needed.	All Departments	1.1; 1.12; 1.17; 1.15.3; 5.1.6
Equipment Purchases	Warranties on equipment; receipts, major equipment.	Temporary. CY+3 years after life of equipment.	Destroy. Send to Archives after CY+5 years for full retention period. Confidential destruction.	All Departments	1.3.13; 5.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Administrative Records					
Event Files -- Meeting and Conference Arrangements	Includes travel reservations and confirmations, venue reservations, copies of service contracts, and registrations. May include personally identifiable information.	Selective retention. Retain youth registrations and rosters for 23 years or after oldest participant is 23 years old.	Send to Archives after CY+3 years for retention review. Confidential destruction.	All Departments	1.1; 1.16.22; 2.32; 4.1
Events Files, Non-essential Business	Records of sponsored events not germane to the governance and mission of the Church, including social events involving staff, external organizations, professional associations, etc.	Temporary.	Destroy after use ceases.	All Departments	1.3.20
Events Files -- Program Planning and Outcomes	Records of Church, ecumenical and advocacy events sponsored or cosponsored by the department. Includes plans, agendas, reports, rosters, program materials. See also Project Files, Special.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	1.1; 1.12
Executive Council Minutes , Resolutions, and Attachments; Office Reference Copies	Copies of documents held in the online central files of the Council Secretariat. Generally digital downloads from the General Convention Office website or "Extranet."	Temporary.	Destroy after use ceases.	All Departments	1.3.25; 1.8; 5.2.2.4; 5.2.18
Inter-office Circulars, In-house Memos, and Transmittals	Internal communications on topics such as reminders for meetings, events and holidays, memos regarding standard procedures, and other ephemeral subjects.	Temporary.	Destroy after use ceases.	All Departments	1.3.20
Issues Files	Includes research, monitoring and advocacy on matters of programmatic interest.	Selective retention.	Send to Archives after CY+5 years for retention review.	All Departments	1.8
Mailing Lists	Lists of names, addresses or email addresses created for the distribution of routine communications.	Temporary.	Destroy after use ceases.	All Departments	1.3.18

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Administrative Records					
Manuals for Computer Software	Operating instructions and system documentation provided by vendors or created by DFMS for electronic record-keeping systems.	Selective retention.	Send to Archives after major upgrade or when system is retired for retention review.	All Departments	1.3.12
Manuals for Office Equipment	Operating instructions provided by equipment manufacturer. Retain in labeled file system.	Temporary. CY+3 years after life of equipment.	Destroy.	All Departments	1.1; 1.3.23;
Manuals, Operational Guides and In-house Procedures	Internally created documentation of procedures for internal operations.	Permanent.	Send to Archives after superseded.	All Departments	1.1; 1.3.10; 1.3.11
Meeting Minutes and Files	Minutes, agenda, attachments, pre-meeting mailings, and materials distributed at official Episcopal Church meetings.	Permanent.	Send to Archives after CY+3 years.	All Departments	1.1; 1.3.22; 1.8; 1.15.2
Organizations Files -- Non-TEC Related	Includes organizational communications and background materials, ephemera, and publications from organizations with no direct relationship with The Episcopal Church or its ecumenical partnerships.	Temporary.	Destroy after use ceases.	All Departments	1.3.20
Organizations Files -- TEC, Anglican and Ecumenical	Records of liaison relationships to Episcopal Church related entities and networks. Includes correspondence and attachments, publications received, events, and project records.	Permanent.	Send to Archives after CY+5 years.	All Departments	1.12; 1.15.3
Policies and Procedural Manuals	Formal memoranda printed or published procedures, bulletins, orders, rules, and notices outlining the directives of the Executive Council for the DFMS and the implementation on those directives.	Permanent.	Send to Archives after superseded.	All Departments	1.1; 1.3.10; 1.12; 1.17; 1.24
Project Files, Operational	Planning records, bids, specifications, case statements, studies, consultant reports, evaluations, etc.	Permanent.	Send to Archives CY+3 years after close of project.	All Departments	1.1; 1.12; 1.17

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General Schedule: Administrative Records					
Project Files, Program Development	Planning records, studies, communications, and outcomes such as survey results, videos, web sites, and reports.	Selective retention.	Send to Archives CY+3 years after close of project for retention review.	All Departments	1.1; 1.12; 1.17
Project Files, Special	Records of projects centered on major new initiatives and special events. Includes planning records, communications, budgets, reports on progress, and final outcomes.	Permanent.	Send to Archives CY+3 years after close of project.	All Departments	1.1; 1.12; 1.17
Publications, Episcopal Church Entities	Publications generated by Church ministries and governance structures, including websites, blogs, videos, pamphlets, posters and any item created for wide or limited public distribution.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	All Departments	1.15.4; 5.1.5; 5.1.6; 5.2.2.2; 5.2.2.3; 5.2.18; 5.2.19.3
Reports, Departmental or Office	Descriptions or analysis of activities, undertaken or proposed, or on a current situation. Includes gathering and analyzing information, drafts, feedback final document for consideration.	Permanent.	Send 2 copies to Archives after CY+3 years.	All Departments	1.3.7
Resource Files	Background materials gathered on topics not related specifically to the Episcopal Church.	Temporary.	Destroy after use ceases. Review and remove outdated material regularly.	All Departments	1.1; 1.12; 1.17
Subject Files	Correspondence and other records filed by topic with attachments, reports and other documents; sometimes used to keep all office records together under one large heading.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	1.3.20; 1.8; 1.15.7; 5.4
Surveys	Returns or responses to questionnaires, and/or the summary or report.	Permanent.	Send to Archives after CY+3 years.	All Departments	1.1; 1.12; 1.17

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General Schedule: Administrative Records					
Travel and Arrangements Files	Includes approvals, reservation confirmations, guest logistics correspondence. See also Event Files - Arrangements. May include personally identifiable information.	Temporary.	Destroy after use ceases. Shred or send to Archives for confidential destruction.	All Departments	1.3.25
Vendor and Supplier Catalogs	Promotional and sales materials.	Temporary.	Destroy after use ceases. Review and remove outdated material regularly.	All Departments	1.3.24
Vendor Files, Major Contracts and Purchases	Correspondence, warranties, and purchasing information.	Temporary. CY+6 years or life of warranty.	Destroy. Send to Archives for confidential destruction.	All Departments	1.3.5
Working Papers and Notes	Early planning notes, schemata, checklists, diagrams, copies and extracts from other documents and similar materials used to create a working draft. Retain major drafts of important policy and planning documents.	Temporary.	Destroy after use ceases.	All Departments	1.3.8
General Schedule: Databases					
Event Databases and Datasets	Contact information for participants in TEC sponsored events. May also logistical data for venue, housing and travel. May include personally identifiable information.	Temporary. CY+3 to 6 years.	Destroy. If records contain personally identifiable information, purge on all backup storage devices for confidential destruction.	All Departments	2.32; 2.57; 5.1.6; 5.5

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Databases					
Membership Databases and Datasets	Contact information and profiles of people and entities belonging to the Episcopal Church, its organizational parts, and official networks. May include personally identifiable information. See also Contact Lists.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Confidential destruction for data not retained by Archives.	All Departments	2.32; 2.57; 5.1.6; 5.5
Ministry Service, Databases, Non-deployment Related	Contact information for Episcopal clergy and lay persons belonging to a specific affinity group, network or Church-affiliated organization. May include personally identifiable information. See also Contact Lists.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Confidential destruction for data not retained by Archives.	All Departments	2.32; 2.57; 5.1.6; 5.5
Personnel Databases and Datasets	Contains contact information and service data. Confidential record.	Indefinite retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review.	All Departments	2.32; 2.57, 5.5; 5.1.6; See also Personnel Management of this schedule.

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Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Financial Records					
Accounts Payable, Departmental Copy	Includes copies of paid invoices, check requisitions, registrations, wire transfer confirmations, reimbursements, etc.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.3.25
Annual Financial Statements and Audit Reports, DFMS, Departmental Copy	Copies of financial statements and audit reports kept for office reference.	Temporary.	Destroy after use ceases.	All Departments	1.3.25
Budget Statements, Office Reference Copies	Annual and triennial office copies and drafts.	Temporary. CY+3 years.	Destroy.	All Departments	1.3.25
Budgets -- Triennial, Departmental Submissions	Often includes narrative on program planning and activities.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	1.3.1
Check Requisitions, Departmental Copy	May include also copies of invoices and expense reports. May contain personally identifiable information.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.3.25
Financial Statements -- Monthly Expense Sheets, Departmental Copy	Statement of expenses incurred for departments retained for budget planning and reference.	Temporary.	Destroy after use ceases	All Departments	1.3.2
Journal Entries, Departmental Copy	Account transfer forms and supporting documentation duplicates retained for office reference.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.3.25
Travel Expense Reports, Departmental Copy	May include copies of receipts, check requisitions and evidence of reimbursement. May contain personally identifiable information.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.3.25

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Grants Administration					
Applications by DFMS for Outside Grants, Declined	Copy of application, supporting documentation, and correspondence.	Temporary. CY+1 year or after administrative use ceases.	Destroy.	All Departments	1.1; 1.12; 1.17; 5.1.8
Grants and Scholarships, Committee or Decision Files	May include evaluation sheets, ratings and priorities, tallies, minutes, assessments, and similar accountability tools. Covers UTO, Constable, Conant, SCOM, and all other grants processes.	Permanent.	Send to Archives after CY+3 years.	All Departments	1.1; 1.12; 1.15.5; 1.15.12 ; 1.17; 2.45; 5.1.8
Grants Awarded Lists	Final office copies maintained for grant files. Published on Mission Program and other websites. Includes UTO, Constable, Conant, and SCOM grants.	Permanent.	Send to Archives after CY+3 years.	All Departments	1.1; 1.15.5; 1.15.12; 5.1.8
Grants Files, Awarded	Applications, award letters, statements of accountability, correspondence, evidence of payment. Includes UTO, Constable, Conant, and SCOM grants. See also Grants Payments and Releases. May include personally identifiable information.	Permanent.	Send to Archives CY+3 years after close of grant award.	All Departments	1.1; 1.12; 1.15.5; 2.45; 5.1.8
Grants Files, Declined	Includes application forms and supporting documentation. May include personally identifiable information.	Temporary. CY+1 year or after administrative use ceases.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.1; 1.12; 1.15.5; 1.17; 5.1.8
Outside Grants to DFMS, Awarded	Grants received from external organization: application, supporting documentation, award letter, evidence of receipt of funds, correspondence, outcomes or products, and accountability statements.	Permanent.	Send to Archives CY+3 years after close of grant.	All Departments	1.1; 1.15.5; 1.15.12; 5.1.8
Scholarships Awarded	Application forms and supporting documentation. May include personally identifiable information.	Selective retention.	Send to Archives after CY+3 years for retention review. Confidential destruction for records not retained by Archives.	All Departments	1.1; 1.12; 1.15.2; 1.15.4; 1.17

Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Grants Administration					
Scholarships Declined	Application forms and supporting documentation. May include personally identifiable information.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	All Departments	1.1; 1.12; 1.15.2; 1.15.4; 1.17
General Schedule: Personnel Supervision					
Attendance and Leave Records, Departmental Copy	Annual vacation and sick time documentation. Confidential record.	Temporary. CY+6 years after termination of employment and all benefits.	Send to Archives CY+1 year after termination of employment for full retention period. Confidential destruction.	All Departments	2.32; 2.43
Staff Supervision Files	Copies of performance reviews, records of attendance, work assignments, and memos. See also Human Resources Management Office retention schedule. Confidential record.	Temporary. CY+1 year after termination.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	1.4.5; 2.32
Time Sheets, Departmental Copy	Copy of forms recording working hours of non-exempt and temporary staff, signed by employee and supervisor retained for office reference.	Temporary. CY+1 year for copies, CY+3 years for locally retained record copies.	Destroy.	All Departments	1.3.25
General Schedule: Publications and Media					
Audio Visual Records	Audio and video recordings of the programs, major events, publicity, and services. Includes original recordings, edited copies, final production copies. May be in analog or digital format.	Permanent.	Send to Archives CY+3 years after completion of production.	All Departments	1.1; 1.25; 2.22; 5.1.5; 5.1.6
Diocesan Publications	Diocesan journals, newsletters, directories, and printed reports.	Selective retention.	Send to Archives after use ceases for retention review.	All Departments	5.1.5; 5.1.6; 5.2.18; 5.2.19.3

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Record	Description	Retention	Disposition	Office of Record	Retention Citation
General Schedule: Publications and Media					
Images and Photographs, Documentary	Images taken of programs, events, official visits, and other Church-related activities. Retain and identify original digital file.	Permanent.	Send to Archives after CY+5 years or when active use ceases.	All Departments	1.1; 1.25; 2.22; 5.1.5; 5.1.6
Images and Photographs, Minor Events	Photographs of internal DFMS holidays, staff events, and slide shows for staff.	Temporary. CY+1 year or after administrative use ceases.	Destroy.	All Departments	1.1; 1.25; 2.22; 5.1.5; 5.1.6
Publications, All DFMS Departments	Publications generated by DFMS offices including websites, e-newsletters, blogs, videos, pamphlets, posters, or print items created for Church-wide circulation or limited audience distribution.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	All Departments	1.15.4; 1.24; 5.1.5; 5.1.6
Publications, External Sources	Published items gathered by the office from outside entities, trade publications, scholarly journals. (Not Episcopal Church related.)	Temporary.	Destroy after use ceases.	All Departments	1.1
Websites, DFMS and General Convention	Websites created by or for the DFMS and TEC, including official communication sites, and sites created by or on behalf of governing bodies for public or internal dissemination of information and documents. Includes websites hosted on a DFMS servers and vendor provided services.	Permanent.	Consult with Archives for evaluation and retention decision. Implementation may require harvesting webpages and other content annually or before major change. Retain inactive data and maintain CMS site content until Archives review for retention decision.	All Departments	1.1; 1.15.4; 1.25; 5.1.5; 5.1.6; 5.5

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Archives and Records					
Accession Registers	Central record on the formal receipt of historical and administrative records with general description of the scope, content, source and condition at time of intake.	Permanent.	Send to Archives annually after audit and verification of a complete record.	Archives	1.5.2; 1.16.4; 1.19
Acts of Convention	XML database of authenticated and curated General Convention legislation; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	5.1.3; 5.1.6; 5.1.9
Audit Files on Archival Holdings and Operations	A central file of current policies and procedures governing the administration, location, use, and condition of the archives and records holdings,	Temporary.	Send to Archives when superseded.	Archives	1.19
Catalog	Open source database of accessioned archives holdings in standard metadata structure with public access feature.	Permanent.	Maintain a duplicate master updated quarterly in the Archives digital repository.	Archives	5.1.6
Client Research Contact Sheets	Inquiries received for research, consults, and other activities with users. May include personally identifiable information.	Temporary. CY+6 years.	Destroy confidentially.	Archives	1.5.4; 1.16.7
Copyright and Application Forms	Application to use archives by non-DFMS/GC agents, with supporting documentation, including statements recognizing owner's copyright.	Indefinite retention.	Send to Archives after CY+3 years.	Archives	2.34
Destruction Registers	Register of DFMS records destroyed as scheduled, includes certificate of destruction, executive management correspondence.	Permanent.	Send to Archives after CY+3 years.	Archives	1.5.3

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Archives and Records					
Holdings Control Files	Central file containing historical records on the provenance, acquisition, donor agreements, inventory content, and current status of holdings for all DFMS, GC and TEC agencies and bodies, and for personal papers and other special collections.	Permanent.	Maintain for as long as the Archives' custody of the holdings.	Archives	1.16.5; 1.19
Inventories and Finding Aids	Descriptive lists, catalogs and indexes that give detailed information on the scope and content of arranged records.	Permanent.	Send to Archives after creation or when superseded.	Archives	1.16.6; 1.19
Reports to General Convention	PDF and XML formatted dataset of authenticated and curated reports of CCABs to the General Convention; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	5.1.3; 5.1.6; 5.1.9
Research Dossiers	Files maintained on researchers making extensive use of or receiving copyright permission for reuse of archival material. Includes curator's notes, correspondence, retrieval log, copyright release and acknowledgments, and donated copies of author's final publication.	Selective retention.	Send to Archives CY+3 years after last contact; review periodically for archival value, copyright monitoring, continuing bibliographic citation controls, and security check.	Archives	1.19; 1.20
Research Log	Master register kept for statistical reporting on all research and reference use of the Archives.	Permanent.	Send to Archives after CY+3 years.	Archives	1.19
Resolves of Council	XML dataset of authenticated and curated votes taken by Executive Council; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	5.1.3; 5.1.6; 5.1.9

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Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Archives and Records					
Retention Schedules	Master register of records typically created by the DFMS and TEC governing bodies including retention, disposition with legal or customary requirements.	Permanent.	Send to Archives after superseded.	Archives	1.5.1
Retrieval Call Record	A circulation control record of all materials retrieved and used by staff archivists and researchers.	Temporary. CY+3 years after satisfactory completion of Archives' holding audit.	Destroy.	Archives	1.5.4; 1.19
Statistical Reports on Holdings and Use	Reports generated for purposes of maintaining historical metrics on the operations and use of the records holdings.	Permanent.	Send to Archives after CY+3 years.	Archives	1.16.7; 1.19
Systems Administration Documentation -- Austin	Records maintained on all hardware and software applications maintained on Austin server and workstation operations.	Temporary. Superseded	Destroy after use ceases.	Archives	1.16.23-25
Specific Retention Schedule: Building Management					
Capital Improvement Projects Files	Correspondence, RFPs, proposals, estimates, bids, specifications, plans and drawings, schedules, reports project notes, change orders, and payment evidence.	Indefinite retention. Retain for life of building or CY+6 years after end of occupancy.	Send to Archives CY+1 year after completion of project for full retention period.	Building Management	1.15.11; 1.16.18
Drawings and Plans	Blueprints, architectural drawings, maps, building plans and specifications.	Permanent.	Retain office copies. Create PDF output for permanent retention. Send 1 copy to Archives for safekeeping.	Building Management	1.1; 1.8; 1.16.19; 5.1.6

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Building Management					
Emergency Preparedness Plans	Record of fire and other emergency action and evacuation plans.	Temporary. CY+3 years after superseded.	Destroy.	Building Management	1.2.28; 3.1.1; 3.1.2; 3.1.3
Emergency Safety Drill Logs	Record of fire and emergency evacuation drills.	Temporary. CY+3 years.	Destroy.	Building Management	3.1.1; 3.1.2; 3.1.3
Employee Building Access Logs	Building Access Logs created automatically as staff enter or exit the building, Current system retains only 6 months data.	Temporary. CY+1 year.	Destroy.	Building Management	1.4.8
Environmental Monitoring Inspections	Worksheets and inspection reports.	Temporary. CY+5 years if no toxic exposure. CY+40 years if exposure present.	Send to Archives after CY+5 years for full retention period. Confidential destruction.	Building Management	2.18; 2.19; 2.23; 4.8
Equipment and Environmental Maintenance Inspections	Records of required inspection and testing of equipment, including: fire alarms, extinguishing; fire department certificates; elevator certification; emergency power equipment; and environmental monitoring worksheets and reports.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Building Management	3.1.1; 3.1.4
Hazardous Material Handling Rosters	Records of the names, address and social security number of all DFMS employees required to handle hazardous materials, as required by the state of New York.	Temporary. CY+40 years.	Send to Archives CY+2 years after termination of contract for full retention period.	Building Management	2.19; 4.8
Hazardous Material Removal and Abatement Files	Correspondence, reports, contracts, identifying lists for all contractors, floor plans, and other records related to the removal and abatement of hazardous materials from DFMS owned buildings, particularly asbestos.	Indefinite retention. CY+30 years minimum or until occupancy ends, whichever comes later.	Send to Archives CY+2 years after termination of contract for full retention period.	Building Management	2.19; 4.9

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Building Management					
Major Repairs Files	Email, proposals, estimates, bids, specifications, plans, drawings, reports, project notes, and payment evidence.	Indefinite retention. Retain for life of building or CY+6 years after end of occupancy.	Send to Archives CY+1 year after completion of project for full retention period.	Building Management	1.3.15, 1.16.26
Materials Safety Data Sheets	Routine logs kept to record safe handling of hazardous chemicals used in operations of the Episcopal Church Center.	Temporary. CY+40 years.	Send to Archives after CY+5 years for full retention period.	Building Management	2.19; 4.8
Minor Repair and Maintenance Files	Email, memos, and reports on minor construction, sanitation, plumbing, electrical, HVAC; receipts for internal work orders and minor repairs.	Temporary. CY+12 years.	Send to Archives after CY+5 years for full retention period. Confidential destruction.	Building Management	1.3.14; 1.3.16; 1.16.2
Property Inventory and Disposition Records	Inventory lists, receipts of inventory transfer or sale, and records of disposal or destruction.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	Building Management	2.9
Visitor Building Access Logs	Visitor Building Access Logs contain signatures, entry/exit times, and the name of employee to be visited for all visitors to the building. Chronological arrangement.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Building Management	1.3.17
Specific Retention Schedule: Corporate Administration					
Budget of The Episcopal Church, Pre-Convention Planning Files	Working documents and final statements for all departments for drafting proposed budget requests for the Executive Council proposed budget to General Convention. Includes triennial, annual and Executive Council revised budgets and notes describing programs and activities.	Temporary. CY+10 years.	Send to Archives for retention review before destruction.	Treasurer/COO	1.16.9; 5.1.7; 5.2.10; 5.2.16
ECC Management and Staff Meetings	Minutes, memoranda, agendas, notes and related documents.	Selective retention.	Send to Archives after CY+5 years for retention review.	Chief Operating Officer	1.1; 1.3.20; 1.8; 1.15.7

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Corporate Administration					
ECC Projects and Special Initiatives, COO	Non-routine projects related to corporate actions, policy, structure, or administration.	Permanent.	Send to Archives CY+1 year after project completion.	Chief Operating Officer	1.1; 1.3.20; 1.12; 1.15.7
Specific Retention Schedule: Development and Fundraising					
Donor Databases	Information on donors and donor prospects for the TEC campaigns and major projects. Confidential record.	Selective retention.	Consult with Archives for evaluation and retention decision on permanent donor and temporary prospect records. Implementation may require snapshot of permanent records after CY+3 years. Retain inactive data files in the database until Archives review. Confidentially destroy all data not retained by Archives.	Development Office	1.1; 2.32; 2.57; 5.1.6; 5.5; 5.6
Donor Gift Records	A record kept usually as a name file that contains donation contact information, correspondence history, and background biographical/giving information. Confidential record.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Retain data on minor gifts for CY+6 years. Confidential destruction for data not retained by Archives.	Development Office	1.1; 5.1.6

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Development and Fundraising					
Donor Prospect Lists, Minor Gift Records	Donor database and contact files for smaller gift prospects. May include personally identifiable information.	Temporary. CY+5 years after last donation/contact or administrative use ceases.	Destroy. If records contain personally identifiable information, purge on all backup storage devices.	Development Office	1.1; 2.32; 2.57
Donor Prospects, Major Gifts and Special Campaign Files	Includes standard database entries with directory info and giving profiles of donor prospects; also correspondence, biographical data, clippings and development officer notes. May include personally identifiable information.	Permanent.	Consult with Archives for evaluation and retention decision for major databases. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Send campaign files to Archives CY+2 years after close of special campaign.	Development Office	1.1; 2.32; 2.57; 5.1.6
Specific Retention Schedule: Ecumenical / Interfaith					
Anglican Communion Bodies, Councils and Institutions, Ecumenical Relations Files	Correspondence, meetings and events documents, meeting reports, agreements, covenants, and source materials on The Episcopal Church's involvement in such bodies as the Anglican Consultative Council, Lambeth Conference, the Primates' Meeting, the Anglican Center of Rome.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2
Anglican Communion Interfaith Networks, Ecumenical Relations Files	Source information and contact records of The Episcopal Church's involvement with specific dioceses and provinces of the Communion on matters of interfaith concerns.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Ecumenical / Interfaith					
Churches in Full Communion with the Anglican Communion, Ecumenical Relations Files	An alphabetic file containing agreements, correspondence, reports and source materials relating to the Episcopal Church's relationship with other Christian churches that are in communion with the Anglican Communion. Records of these relationships include the Church of Bangladesh, the Church of North India, the Church of Pakistan and the Church of South India	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2
Churches in Full Communion with The Episcopal Church, Ecumenical Relations Files	Records relating to the Episcopal Church's direct relationship in communion with other Christian bodies, including agreements, correspondence, meeting minutes, documents and source materials relating to each Church. Includes the Evangelical Lutheran Church of America, Moravian Church, Mar Thoma Syrian Church, Old Catholic Church, Philippine Independent Church, Polish National Catholic Church.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2
Ecumenical and Interreligious Agencies (not Episcopal/Anglican)	Records relating to external ecumenical and interfaith groups in which the Church maintains membership or formal relations. Includes budgets, charters, constitutions and bylaws, correspondence, meeting minutes and collect documents.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Ecumenical / Interfaith					
Ecumenical Consultations and Dialogs	Records relating the coordination, planning and implementation of formal and informal contact with other faith communities. Includes meeting minutes, correspondence, collected documents and publications. Includes Anglican-Roman Catholic Consultation, Churches Uniting in Christ, Anglican-Orthodox Consultation, and dialogs with other Christian bodies.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12
Interreligious Dialogs	Records relating to the relationship between The Episcopal Church and non-Christian faith traditions, including formal and informal contacts and meeting materials.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	1.12; 5.2.3.2; 5.2.14.2
Specific Retention Schedule: Episcopal Migration Ministries					
Affiliate Monitoring Reports (Inspectional Visits)	Reports and data gathered during visits made to each affiliate on a triennial basis.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Episcopal Migration Ministries	1.18; 2.59; 2.6; DOS Regulations
Affiliate Office Resettlement Case Files	Records include biographical information, 30, 90 and 180 day reports from affiliates, correspondence with local agencies, and documentation of contacts with refugee families. Confidential record.	Selective retention.	Send to Archives after CY+1 year for retention review. Confidential destruction for data not retained by Archives.	Episcopal Migration Ministries	1.1; 1.18; 2.32; 2.45; 5.1.6; DOS Regulations
Annual Program Report, EMM statutory	Report on overall program including numbers of refugees serviced, affiliate payments, use of local social services, employment status of refugee, complaints, etc.	Permanent.	Send to Archives after CY+3 years.	Episcopal Migration Ministries	NARA N1-292-90-4
EMM Diocesan Placement and Partnership Files	Memoranda of understanding and terms, correspondence, monitoring report copies, grant award letter copies, letters to bishops, reports and letters regarding affiliates.	Permanent.	Send to Archives after CY+6 years.	Episcopal Migration Ministries	1.4.1; 1.18; 2.45

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Episcopal Migration Ministries					
Federal Refugee Settlement Grants, Awarded	Records of Department of State Bureau of Population, Refugees and Migration Reception and Placement Grants, Department of Health and Human Services Matching and Discretionary Grants. Includes submissions, award letters and contracts, term changes, financial reports, affiliate agreements and correspondence.	Selective retention.	Send to Archives CY+3 years after end of contract.	Episcopal Migration Ministries Accounting Office	1.4.1; 1.18; 1.15.5; 1.15.12; 2.1; 2.6; 2.29; 2.45; 2.59; 5.1.8; DOS Regulations
Immigration Files	Applications for United States immigration benefits sent to United States Citizenship and Immigration Services. Confidential record.	Temporary. CY+5 years after last action.	Destroy. Shred or send to Archives for confidential destruction.	Episcopal Migration Ministries Miami Field Office	1.22; 2.32; 2.45; DOS Regulation
Operational Manuals on Federal Grants and Resettlement Agencies	IOM and DOS procedures, rule and regulations, and internal best practices manuals.	Permanent.	Send to Archives when superseded.	Episcopal Migration Ministries	1.3.10, 1.15.5; 1.15.12
Program Administration Files -- EMM	Includes affiliate and partner correspondence, training and administration.	Temporary. CY+5 years.	Destroy. Send to Archives for confidential destruction.	Episcopal Migration Ministries	1.3.20; 1.4.3
Quarterly Affiliate Federal Reports	Summary report of all Affiliate Monitoring Reports, retained for annual inspection by Federal Department of State inspectors.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Episcopal Migration Ministries	2.59; 2.6; DOS Regulations
Refugee Case Files, Accepted and Settled	Records include biographical information, applications for refugee status, 30, 90 and 180 day reports from affiliates. Confidential record.	Selective retention.	Send to Archives CY+1 year after end of fiscal year and retention review.	Episcopal Migration Ministries	1.1; 1.18; 2.32; 2.45; 2.52; DOS Regulations

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Episcopal Migration Ministries					
Refugee Case Records, Electronic Data	A master file of all client cases, including vital data, arrival/settlement date, receipts, disbursements, and other data pertinent to the acceptance of the client have been kept since 1992 in an electronic database. Related data sets include travel loans, grant accounting of relationship with associates, and statistical data gathered from reports for purposes of program accountability. Confidential record.	Selective retention.	Consult with Archives for appraisal of database to replace paper copies and secure an archival record of the database. Confidential destruction for data not retained by Archives.	Episcopal Migration Ministries	1.1; 1.18; 2.32; 2.45; 2.52; 5.1.6; 5.5
Resettlement and Placement Grants, Not Awarded	Submission, denial of grant with feedback report.	Temporary. CY+2 years after denial of grant.	Destroy.	Episcopal Migration Ministries Accounting Office	1.4.2
Travel Loans	Includes promissory note (travel note), collection reminders, and payment correspondence. Confidential record.	Temporary. CY+3 years after final payment.	Destroy confidentially.	Episcopal Migration Ministries Accounting Office	1.18; 1.23; 2.32; 2.45; 2.52
Specific Retention Schedule: Finance—Administration					
Annual Financial Statements and Audit Reports	Statement of income, assets and liabilities and Audit report created by external auditors for the DFMS; also includes A-133 reports.	Permanent.	Send to Archives after CY+3 years.	Finance Administration	1.11; 1.16.12; 1.27; 2.5; 2.39; 5.2.16.2; 5.2.19.2; 5.2.20.2; 5.4
Audit Confirmations	Management's response to outside audit inquiries regarding financial transactions. Includes correspondence with external auditor.	Permanent.	Send to Archives after CY+3 years.	Finance Administration	5.2.15.2; 5.2.20.2; 5.4
Audit Work Papers	Work papers and back up files in preparation for and resulting from the annual audit of DFMS accounts.	Temporary. CY+10 years.	Send to Archives after CY+2 years.	Finance Administration	1.11; 2.5; 2.39; 5.2.15.2; 5.2.20.2; 5.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Administration					
Budget of The Episcopal Church Files, the General Convention Budget	Final statements on all departments for budget requests and General Convention appropriations, including triennial, annual and revised budgets.	Permanent.	Send to Archives after CY+5 years.	Treasurer	1.3.2; 5.1.7; 5.2.10; 5.2.16
Budget of The Episcopal Church, Pre-Convention Planning Files	Working documents and final statements for all departments for drafting proposed budget requests for the Executive Council proposed budget to General Convention. Includes triennial, annual and Executive Council revised budgets and notes describing programs and activities.	Temporary. CY+10 years.	Send to Archives for retention review before destruction.	Treasurer/COO	1.16.9; 5.1.7; 5.2.10; 5.2.16
Diocesan Audits and Annual Financial Statements	Statement of dioceses' income, assets and liabilities and Audit report created by external auditors used to verify diocesan pledge amounts against Diocesan/Parochial Reports.	Permanent.	Send to Archives after CY+1 year.	Finance Administration	1.16.12; 5.2.16.2; 5.2.19; 5.2.20.2
Diocesan Funding Commitments	Record of annual diocesan commitments and actual payments submitted to the Treasurer. May also include correspondence and memos.	Permanent.	Send to Archives after CY+5 years.	Finance Administration	5.2.16.1
Grants Payments and Releases -- Correspondence and Transmittals	Includes grant letter, a Standard Receipt/Acknowledgment form, Statement of Grant Accounting form, and a Narrative Form, correspondence, narrative reports, receipts, other forms. Record copies may be distributed between Accounting and Mission Program departments. Includes UTO, Constable, Conant, and scholarship grants. May contain personally identifiable information.	Selective retention.	Send to Archives after CY+3 years for retention of original grant materials.	Finance Administration	1.1; 1.4.1; 1.15.5; 1.15.12; 2.45; 5.1.8; 5.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Administration					
Operational Audits, Overseas Dioceses	Audits for best business practices generally conducted receiving DFMS block grants in overseas dioceses. Includes final reports, agreements with dioceses and work papers.	Permanent.	Send to Archives after CY+5 years.	Finance Administration	1.15.6; 5.2.20.2; 5.4
Travel Administration	Weekly invoice statement of travel billed to the DFMS, pre-approval forms, individual trip invoices, and detailed itineraries attached.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Finance Administration	1.11; 1.27; 2.9; 4.7
Specific Retention Schedule: Finance—Accounting					
Bank Reconciliations	Reports and worksheets verifying bank statements of ending balance.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.3.4; 1.11; 1.27; 2.9; 4.7
Bank Statements	Reports on all account transactions.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.3.3; 1.11; 1.27; 2.9; 4.7
Cash Letters	Receipts of funds including transmittals and check copies. Also known as Cash Receipts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 1.16.10; 1.27; 2.9; 4.7
Check Register -- Reference Copies	Printouts of check registers used for signature of receipts, preliminary worksheets, lists by payee, and outstanding check reports. These were originally listed separately.	Temporary.	Destroy after use ceases.	Accounting	1.3.4; 1.27; 2.9; 4.7
Check Registers	Annual printouts in check order number of Operating Account and ERD check registers; includes voided check backup.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.3.4; 1.11; 1.27; 2.9; 4.7

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Accounting					
Check Requisitions	Invoice, bill or travel and expense report. Also known as Paid Bills or Paid Invoice. Filed in Vendor Files with other accounts payable records. May include personally identifiable information.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 1.16.20; 1.27; 2.9; 4.7
Daily Cash Balance and Bank Transaction Reports	Bank reports verifying daily credits, disbursements, and monthly balances. Also known as Cash Connector Reports.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.3.3; 1.11; 1.27; 2.9; 4.7
Daily Deposits	Deposit slips and batch printouts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 1.16.13; 1.27; 2.9; 4.7
General Ledger, Annual Spreadsheet Report from Accounting Software Database	Record of DFMS cash accounts and other assets and liabilities.	Permanent.	Send to Archives CY+1 year after completion of audit in prescribed format.	Accounting	1.11; 1.16.11; 2.7; 5.1.6; 5.2.20.2; 5.4
General Ledger -- Electronic Database	A database accounting system integrated with other financial reporting controls, including accounts payable, receivable and chart of accounts.	Permanent.	Retain final data annually after audit. Consult with Archives to secure an output in prescribed format of complete version annually for permanent retention.	Accounting	1.11; 1.16.11; 2.7; 5.1.6; 5.2.20.2; 5.4; 5.5
Inter-company Cash Receipts	Internal account transfers for donations, including General Ledger Postings reports and donation receipts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 1.16.10; 1.27; 2.9; 4.7
Journal Entries	Account transfer forms and supporting documentation.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 2.9; 4.7; 5.2.20.2

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Accounting					
Paid Invoices	Original vendor invoice and evidence of payment. Also known as Paid Bills. Filed in Vendor Files with other accounts payable records. May include personally identifiable information.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting, Human Resources, Payroll	1.11; 1.16.20; 1.27; 2.9; 2.32; 4.7
Paid Invoices -- Capital Building	Original invoice and evidence of payment.	Permanent.	Project Manager retains 1 original copy of invoice and payment confirmation. Send to Archives CY+1 year after completion of project.	Building Management	1.1; 1.6; 1.11; 5.4
Paid Invoices -- Capital Equipment	Original invoice and evidence of payment.	Temporary. Life of the equipment.	Project Manager retains 1 original copy of invoice and payment confirmation. Send to Archives after CY+5 years for full retention period.	Accounting	1.1; 1.6; 1.11; 5.4
Statements of Operation, Monthly	Monthly reports of income and expense with supporting detail on certain expense line accounts.	Temporary. CY+1 year after audit.	Destroy.	Accounting	1.11; 2.9; 4.7; 5.2.20.2
Trial Balances	Monthly report listing of accounts in the General Ledger and their balances.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 1.27; 5.2.20.2
Wire Transfers	Disbursements via bank transfers. Filed in Vendor Files with related accounts payable records. May include personally identifiable information.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	1.11; 4.7; 1.27; 1.16.20; 2.9

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Asset Management					
Fiduciary Account Files	Record documenting the receipt and turnaround of funds by the DFMS acting as agent trustee for other Church beneficiaries. Includes copies of checks, wire transfers, correspondence, and letter of transmittal. Also known as Pass Through Accounts. Confidential record.	Temporary. CY+4 years.	Destroy. Send to Archives for confidential destruction.	Asset Management	1.16.14; 2.9; 5.2.20.1
Gift Annuity Files	Annuity gifts managed on behalf of the DFMS by Church Life. Includes donor application, gift annuity contract, and supporting documentation. Also known as Charitable Remainder Trust. Confidential record.	Permanent.	Send to Archives upon completion of contract and settlement.	Asset Management	1.10; 1.16.15; 5.2.20.1; 5.4
Gifts, Miscellaneous	Major gifts to the DFMS, not real property or funds (cash, equities, bonds, etc.).	Permanent.	Send to Archives after completion of sale and allocation of funds.	Asset Management	1.10; 1.16.15; 5.4
Investment Tax Returns	Copies of standard IRS donor tax forms reported by banks on donors' investment activity.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	1.27; 2.5
M-1 Investment Reports	Monthly and annual bank reports on investments and performance, including reconciliations and portfolio fund allocations.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	1.16.14; 2.5; 2.7; 5.2.20.1
Pooled Income Fund, Beneficiary Files	Participant applications, instruments of transfer, charitable beneficiary form, correspondence, copies of agreements and correspondence. Sometimes called Charitable Funds. Confidential record.	Temporary. CY+6 years after settlement of all accounts.	Destroy. Send to Archives for confidential destruction.	Asset Management	1.16.15; 5.2.20.1; 5.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Asset Management					
Pooled Income Fund, Contract and Custodial Agreements	Deferred giving agreements and donor gifts of investments. Includes declaration of trust /gifts, power of attorney rulings, supporting correspondence. Confidential record.	Permanent.	Send to Archives after settlement of all accounts.	Asset Management	1.10; 1.16.15; 5.2.20.1; 5.4
Portfolio Investment Statements	Monthly and annual bank reports on investments. See also M1 Investment Reports, Charitable Funds Pooled Income.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	1.16.14; 2.5; 2.7; 5.2.20.1
Programmatic Investments	Loan statements and other unidentified records. Also known as Socially Responsible Loans, Economic Justice Loans, and Alternate Investments.	Permanent.	Send to Archives after settlement of all accounts.	Asset Management	1.10; 5.4
Quarterly Distribution Reports, All Trust Funds	Income distribution reports, summary of transactions / reconciliations, payout rate notice, journal entries with backup distribution documents, statement of account balances, portfolio account data and work sheets, withdrawal requests, monthly and year-end ledger reports of additions and donations to trust funds with copies of backup accounting documents.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	1.16.14; 2.5; 2.7; 5.2.20.1
Stock Gifts -- Donor Gift Files	Donor letter stating intent of gift of stock shares, brokerage receipts. May include Donor Brokerage Files when sales occur via donor's broker. Confidential record.	Permanent.	Send to Archives after completion of sale and allocation of funds.	Asset Management	1.10; 1.11; 1.16.15; 5.4
Trust Fund Files, Outside Trusts	Records of trusts secured by third party held for the benefit of the DFMS or ERD. Includes statements establishing the trust, conditions of use and payment by beneficiary, and correspondence. Confidential record.	Permanent.	Send to Archives after CY+4 years.	Asset Management	1.10; 1.16.15; 5.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Asset Management					
Trust Funds and Bequests Files	Central documentation on the DFMS's trust funds; may include original gift or bequest, conditions of use, payments by beneficiary, interpretations and guidelines, corporation votes, distribution notices, and correspondence. Confidential record.	Permanent.	Send to Archives after CY+4 years.	Asset Management	1.10; 1.16.15; 5.2.20.1
Trust Funds, Annual Report	Official register of the investment portfolio, names and descriptions of trust funds, and information on trust fund shares and market value in publication form. Also known as "The Trust Fund Book."	Permanent.	Send 2 fair copies to Archives upon publication.	Asset Management	1.10; 1.15.9; 5.2.20.1
Trust Investment Income Statements	Includes Outside Trusts, Pooled Income Funds, and DFMS Endowment Funds.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	1.15.8; 5.2.20.1
Unitrust Accounts Donor Files	Individually managed trusts; trust agreement, copies of beneficiary's income tax forms, correspondence with donor, check copies, investment and brokerage house statements, and form of application establishing trust, death certificates. Managed for the DFMS by the Episcopal Church Foundation. Confidential record.	Permanent.	Send to Archives upon completion of contract and settlement.	Asset Management	1.10; 1.16.15; 5.2.20.1; 5.4
Specific Retention Schedule: Finance—Payroll					
Employee Earnings Register	Annual report documenting all compensation and deductions for all DFMS staff members. Issued as the last payroll period register. See also Payroll Registers. Confidential record.	Indefinite retention.	Send annual output report from payroll system to Archives in a prescribed format.	Payroll	1.11; 1.14; 1.16.16; 2.8; 2.11; 2.12; 2.15; 2.16; 2.17; 2.20; 2.32; 2.36; 2.37; 2.41; 2.43; 2.46; 2.57; 2.58; 5.1.4; 5.1.6

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Payroll					
Payroll Administration and Correspondence -- Missionary Files	Missionary data sheet, check requisitions, pension payment records, payroll office notes, business and financial correspondence. Confidential record.	Selective retention.	Send to Archives after CY+1 year of termination of employment and benefits.	Payroll	1.14; 2.11; 2.8; 2.43
Payroll Administration and Correspondence Consultant Files	Records for one-time payments and short term contracts. Includes check requisitions, invoices, copies of contracts, and business correspondence. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	1.14; 1.27; 2.8; 2.11
Payroll Administration and Correspondence Files	Copies of payroll tax filings, payroll deduction forms and other business memoranda. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	2.8; 1.14; 2.11
Payroll Management System	Creates and stores payroll records in electronic form including Earning Registers, Payroll Registers, Tax Filings and W-2s. Currently UltiPro and located in the Cloud. Confidential record.		Requires appraisal and retention plan.	Payroll	1.11; 1.14; 2.8; 2.11; 2.15; 2.16; 2.17, 2.20; 2.32; 2.36; 2.37; 2.41; 2.43; 2.46; 2.57; 2.58; 5.1.4
Payroll Registers Year-end Report	December report serves as the Annual Employee Earnings Register. Confidential record.	Permanent.	Send print out from payroll system to Archives after CY+2 years.	Payroll	1.11; 1.14; 1.16.16; 2.8; 2.11; 2.12; 2.15; 2.16; 2.17, 2.20; 2.32; 2.36; 2.37; 2.41; 2.43; 2.46; 2.57; 2.58; 5.1.4
Payroll Registers, Biweekly, Monthly and Quarterly	Reports generated for each pay period with compensation payments and deductions for each employee, including: Statistical Summary, Payroll Summary, Labor Distribution Report. Covers registers for: DFMS, Missionaries, ERD, Consultants, and Retirees. Last pay period register is retained as the cumulative Employee Earnings Register. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	1.11; 1.14; 1.16.17; 2.8; 2.11; 2.37; 2.43; 2.57

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Finance—Payroll					
Payroll Tax Register	Record of taxes paid for all employees and consultants for all departments for filing with IRS and state tax authorities. Also known as Wage and Tax Register. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	1.11; 1.14; 2.8; 2.11
Payroll Tax Statements	Includes Federal tax forms: W-2, 1099, 945 and other paid compensations. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	1.11; 1.14; 2.8; 2.11
Pension Supplement Files	Payroll reports for DFMS employees receiving special pension supplements. Confidential record.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	Payroll	2.43
Time Sheets	Form recording working hours of non-exempt and temporary staff, signed by employee and supervisor.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Payroll	1.2.27; 2.8
Specific Retention Schedule: General Convention Secretariat					
Conflict of Interest and Sexual Misconduct Policy Acknowledgments	Forms signed by all DFMS employees and governing bodies members reporting on potential conflict of interest and acknowledgment of receipt and understanding of both Conflict of Interest and Sexual Harassment and Abuse policies.	Indefinite retention.	Send DFMS employee forms to Archives with Personnel Files for indefinite retention. Send governing bodies members' forms after CY+3.	General Convention Office for governing bodies, and Human Resources Office for DFMS employees	5.7.2; 5.3
Constitution and Canons of The Episcopal Church	Published as a separate volume to the Journal edition containing the amended ecclesiastical law of The Episcopal Church. See also the Journal and the Reports to General Convention.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.36; 5.2.38.12

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Secretariat					
Diocesan Journals	Annual publication of record from diocesan conventions or councils submitted to the General Convention Secretariat. Contains the convention minutes, official clergy lists, official acts, revisions to constitutions and canons, directories, and other annual reports.	Permanent.	Send to Archives after CY+3 years; consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.5; 5.1.6; 5.2.2.2; 5.2.18; 5.2.19.3
GC Arrangements	Statistics, email, and control forms used to executive the business of hosting a GC session, including vendors, volunteers, facilities use, event scheduling, telecommunications access, and visitor services. May contain personally identifiable information.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
GC Contracts and Agreements	Agreements regarding the use of buildings, rooms, and services such as voting, recording, catering or similar on-site amenities negotiated by the GC manager.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	2.9; 5.2.10
GC Design and Graphic Art	Special design work executed for the General Convention, including logos, banners, and posters.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
GC Housing Registrations	The Housing Database stores information about location and dates of accommodation for General Convention participants whose arrangements are made through the General Convention Office. May contain personally identifiable information.	Temporary. Retain until verification that related databases will not be corrupted.	Destroy confidentially.	General Convention Office	2.32; 2.57
GC Housing Registrations	The Housing Database stores information about location and dates of accommodation for General Convention participants whose arrangements are made through the General Convention Office. May contain personally identifiable information.	Temporary. Retain until verification that related databases will not be corrupted.	Destroy confidentially.	General Convention Office	2.32; 2.57; 5.2.10

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Secretariat					
GC Planning Records	Minutes, notes, memoranda and planning documents created by the Convention manager.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
GC Special Events	Planning and implementation files on worship, youth events, Women's ingathering, forums, and other special programs.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
Journal of General Convention	Official publication of the General Convention containing the certified minutes of both Houses, a directory of both Houses and governing bodies. Also includes the minutes of interim and special meetings of the House of Bishops, the Episcopal Church Budget, and reports of the Registrar and the Recorder of Ordinations. See also the Constitution and Canons, and the Reports to General Convention.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18; 5.2.38.12
Publication Editing Files	Preparation records for official canonical publications of the General Convention including Journal, Blue Book and the Constitution and Canons. Includes resolution files, CCAB correspondence and reports, supplementary reports from officers, agencies, task groups, House of Bishops, publication format schema, drafts and corrected proofs, and standards manuals.	Selective retention.	Send to Archives following publication of the next Journal of General Convention for retention review.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
Publication Production Records	Vendor correspondence and contract negotiations, bids and proposals, publisher's proofs and approvals, copies of invoices and payments.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Secretariat					
Publications, General Convention Entities	Publications generated by CCABs and other official Church bodies/agents in the governance structure, including websites, blogs, videos, pamphlets, posters and any item created for wide or limited public distribution.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.5; 5.1.6; 5.2.1.2; 5.2.1.3 ; 5.2.1.11; 5.2.18; 5.2.19.3
Reports Occasional of Episcopal Church Bodies, Final	Final submission copies of reports and similar responses delivered to fill a charge or governing body request.	Permanent.	Send electronic data to Archives after CY+1 year. Send print records after CY+3 years.	General Convention Office	1.15.4; 5.1.6; 5.2.2.3; 5.2.3.1; 5.2.5.1; 5.2.5.4; 5.2.11; 5.2.18
Reports of Governing Bodies, Discussion and Working Drafts	Iterations of formal reports on major topics and assignments typically distributed for review and comment beyond the drafting group.	Selective retention.	Send electronic data to Archives after CY+1 year. Send print records after CY+3 years.	General Convention Office	1.15.4; 5.1.6; 5.2.2.3; 5.2.3.1; 5.2.5.1; 5.2.5.4; 5.2.11; 5.2.18
Reports to General Convention (the Blue Book)	Collected and published reports of official governing bodies and organizations that meet between Conventions. Also known as the Blue Book. See also The Journal of General Convention, and Constitution and Canons.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.6; 5.2.2.3; 5.2.3.1; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18
Summary of Actions	An abstract of concurred and approved resolutions of General Convention for distribution to the Church. Published within 30 days of the close of General Convention.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	1.15.4; 5.1.6; 5.2.1.2; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18 5.2.37.2

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Secretariat					
Supplemental Liturgical Texts and Work Files	Liturgical texts, comments and surveys, committee communications, minutes, studies, drafts, and supporting documents for the development of worship materials as requested or approved by the General Convention.	Permanent.	Send to Archives CY+3 years after completion of liturgy.	General Convention Office	1.15.4; 5.2.1.2; 5.2.1.3; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18; 5.2.27
Trial Liturgies	Liturgies designated by General Convention as a local worship option.	Permanent.	Send to Archives CY+3 years after completion of liturgy.	General Convention Office	1.15.4; 5.2.2.3; 5.2.2.4; 5.2.3.3; 5.2.5.1; 5.2.5.4; 5.2.11; 5.2.18; 5.2.27
Whistleblower Case Files	Reports of dishonest, fraudulent or other illegal activities submitted to the DFMS's Compliance Officer. Also includes documentation of the follow up investigation. See also Disciplinary Case Files. Sealed confidential record.	Indefinite retention.	Send to Archives after conclusion of the case and settlement of all outstanding matters.	General Convention Office	2.32; 25.7.6; 5.3
Specific Retention Schedule: General Convention Session Records					
Audio Session Recordings of the House of Deputies and House of Bishops	Audio recordings of the floor discussions and actions in each House, used to verify events and substantiate the minutes.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Commission and Committee Working Files -- Members' Copy	Files, documents, correspondence, survey returns, and other working papers created or gathered in the course of a governing body's deliberations, and not necessarily recorded in the formal record of the Extranet. Includes supplementary records held by the body's chair person, secretary, or key member.	Selective retention.	Send records to Archives for retention review after use ceases to ensure completeness of the historical record.	NA	1.3.22; 1.8; 5.1.6; 5.2.13; 5.2.14.1; 5.2.18

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Committee Reports, Source Documents and Final Copy	Proposed resolutions in the form of a "report" to a house of General Convention containing the legislative committee's amendments and recommendation for action. Original Committee reports are source documents containing signatures, amendments, revisions and approvals used to create the final copy for distribution and vote. Both copies are retained for purposes of validation. See also Messages.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.7; 5.2.38.12; 5.2.39.7
Daily Calendars, General Convention	Daily journal of regular, supplementary and consent calendars of resolutions proposed for vote by either House of General Convention. A record copy is printed and kept in the House Secretariat's Day Files.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention. Requires further appraisal.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.3; 5.2.38.12; 5.2.39.3
Day Files of the Secretariats, GC	A central file of documentation maintained to reflect the events of each house's daily activities with regard to legislation and other business of the House; includes: minutes, calendars, messages, and texts presented to the houses.	Temporary.	Destroy after verifying contents of the Resolution Master Files and publication of the Journal of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Deputy Certifications and Roll Calls	Rosters and Roll Calls maintained as an accurate record of the service record and status of deputies.	Permanent.	Send to Archives after CY+3 years.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.39.1
Directory of the General Convention	Official triennial list or database of officers, commission and committee members, Deputies and Bishops to General Convention, and other key contact information.	Permanent.	Consult with Archives to transfer cumulative e-record versions at the conclusion of each triennium.	General Convention Office	5.1.6; 5.2.2.3; 5.2.1.3; 5.2.3; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.18; 5.2.13

DFMS Records Retention Schedule
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Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Draft Narrative Minutes of the House of Deputies and House of Bishops	Draft minutes created on site to capture the floor proceedings of each legislative house of General Convention. Created daily for review by the Certification Committees.	Temporary.	Destroy after publication of the Journal of General Convention.	General Convention Office	5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Extranet Documents, Files, and Metadata; Governing Bodies	A central electronic dataset containing the master record file of the governing bodies of the General Convention and Executive Council. Includes official minutes, reports, budgets, rosters, and other communication. System contains key identifying metadata on document source, use, date, group relationship, versioning, etc.	Permanent.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult with Archives on the transfer of an archival copy of the electronic record in a format prescribed by the Archives. Maintain the sequestered version of the dataset until verification of full and accurate transfer to Archives.	General Convention Office	1.3.22; 5.1.6; 5.2.2; 5.2.3; 5.2.4; 5.2.5; 5.2.11; 5.2.13; 5.2.14.1; 5.2.18; 5.2.33; 5.2.34; 5.5
Floor Amendments	Amendments to Resolutions made from the floor of the House during session.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12; 5.2.39.11
General Convention Accounts Payable and Reimbursements -- Office Copies	Invoices, expense reports, evidence of payment and supporting documentation for General Convention expenses. May include personally identifiable information.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	1.3.5; 2.32; 2.57; 5.2.10

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
General Convention Registrations	An online tool to for General Convention participants to register, define their role at Convention and pay fees. The General Convention Office uses the data for administrative purposes. May contain personally identifiable information.	Temporary. Use or CY+1 year.	Destroy confidentially.	General Convention Office	2.32; 2.57; 5.2.2.3; 5.2.2.4; 5.2.10; 5.2.18
Hearings Attendance Sheets, GC Legislative Committees	Sign-up sheets for those giving testimony on resolutions.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12; 5.2.39.6
House of Bishops, Roll Calls and Rosters	Official roster of the members of the House of Bishops and attendance rolls. Record may be kept in the Extranet.	Permanent.	Send to Archives after CY+3 years.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.1; 5.2.38.12
Legislation, Final	Resolutions passed by both houses incorporating all substitutions and amendments, or rejected. Created in the legislative processing system; printed and kept by the Secretariat.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.1.2; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.5; 5.2.38.12; 5.2.39.8
Legislation, Messages	Formal notification between the two Houses communicating an action taken on legislation. Printed copies are kept in the Houses' Message Secretary's Notebooks and the Resolution Master Files. An electronic copy is maintained in the Legislative Processing System.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.9; 5.2.38.12; 2.39.10

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Legislation, Proposed	Original resolutions as submitted by CCABs, Bishops, Dioceses and Deputies to the General Convention. Created as an electronic record in the legislative data management system.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.5; 5.2.38.12; 5.2.39.8
Legislative Committee Assignments	Register of individuals who hold appointments to legislative committees of General Convention. Created and maintained in the General Convention Extranet software system.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.11; 5.2.18; 5.2.38.4; 5.2.38.12; 5.2.39.4
Legislative Processing System Data Records	An electronic record and business process management system that stores and tracks floor actions of General Convention. The system tracks resolutions in their various states: Committee reports, House messages, floor changes, and calendaring.	Selective retention.	Send a permanent electronic record of all states of legislative action in an archival format as prescribed by Archives within six months of the close of General Convention. Maintain the dataset for CY+3 years after publication of the Journal.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Message Secretary's Notebook (HB)	Printed copies of all Messages incoming and outgoing kept in resolution order. May include a register or index log.	Temporary.	Destroy after publication of the Journal of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Minutes and Docket of Meetings, Governing Bodies -- Central Copy	The formal record of a meeting, including the minutes approved, agenda, and all documents and communication distributed for the meeting; also called Proceedings. Records may be held in the Extranet document management system.	Permanent.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult with Archives on the transfer of an archival copy of the electronic record in a format prescribed by the Archives. Maintain the sequestered version of the dataset until verification of full and accurate transfer to Archives.	General Convention Office	1.3.22; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.13; 5.2.14.1; 5.2.18; 5.2.33; 5.2.34; 5.2.38.12; 5.5
Minutes of the (Cognate) Legislative Committees of General Convention	Notes kept by the Committee secretary concurrently with the deliberations and decisions affecting each resolution referred to the Committee. May also include Hearings attendance sheets.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12; 5.2.39.6
Minutes of the House of Deputies and House of Bishops, Certified Final Copy	Narrative minutes of the two legislative houses and certified by the cognate Committees on the Certification of Minutes. Also known as Final Minutes. Record copy held as an electronic record.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12; 5.2.39.2
Platform Minutes of the House of Deputies and House of Bishops	An action-based record kept in standard format to record essential floor actions and events affecting every resolution reported to each legislative house of General Convention. Also called the Action Book.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Resolution Master Files	A central file of messages, original committee reports, and important attachments affecting legislation, maintained by the Documents Manager or Assistant Message Secretary alongside the Day Files in each House.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Resolution Tracking Flowchart	The flowchart is a register tracking the progress of legislation on the platform as resolutions and other actions move through the process of consideration. Kept by both Houses. The flowchart is used to support the creation of the Journal minutes. Each House's register is brought together into one document at the end of the General Convention.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Status Reports	Reports supporting the legislative session including Resolution Status Reports, Committee Status Reports and Register of Memorials. Electronically generated reports for managing the flow of business.	Temporary. CY+3 years.	Destroy.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12
Votes by Ballot	Recorded votes in the houses of Bishops and Deputies for officers and agents, and the election of bishops. Includes tally sheets and ballots.	Selective retention.	Send to Archives CY+1 year after the adjournment of the following Convention. Keep tallies and destroy ballots after CY+5 years.	General Convention Office	5.1.6; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.6; 5.2.38.12; 5.2.39.9
Votes by Order	Tallies of votes generated by electronic voting system.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	5.1.6; 5.1.1; 5.2.2.3; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.39.9

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Session Records					
Web and Social Media Communication of Governing Bodies	Messages, postings, blogs, email and attachments stored on externally managed (non-DFMS) services.	Permanent.	Consult with Archives for evaluation and retention decision. Send snapshot within 3 months of the adjournment of General Convention.	General Convention Office	5.1.6; 5.2.2.3; 5.2.3; 5.2.5.1; 5.2.5.4; 5.2.10; 5.2.13; 5.2.18; 5.2.38.12 5.5
Specific Retention Schedule: General Convention House of Bishops					
HB Committee Records	Reports and other documents arising from the standing (Pastoral, Advisory, and Religious Communities) and special committees of the House, (including Theology, Pastoral Development, and Planning)	Permanent.	Send to Archives after CY+3 years.	House of Bishops	1.3.22; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.10; 5.2.38.11; 5.2.38.12; 5.2.39.5
House of Bishops, Secretary's Files	Includes minutes, planning and arrangements, official rolls and rosters, agenda and schedules, committee interim and final reports, and presentations. Kept by the Secretary of the House of Bishops and in some cases the Presiding Bishop.	Permanent.	Send to Archives after CY+5 years.	House of Bishops	1.3.22; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.5.1; 5.2.5.4; 5.2.18; 5.2.38.12; 5.2.38.13; 5.2.38.14
Specific Retention Schedule: General Convention House of Deputies and President of the House					
Addresses and Sermons, President of the House of Deputies	Creative works, writings, video and audio productions.	Permanent.	Send to Archives CY+5 years or sooner if inactive.	President House of Deputies	1.3.20; 1.15.7; 5.1.6; 5.2.2.3; 5.2.2.4; 5.2.18
Appointments to Governing Bodies, President of the House of Deputies	Correspondence and records pertaining to the appointment process for official entities of General Convention, Executive Council, and other TEC governing bodies.	Permanent.	Send to Archives after CY+5 years.	President House of Deputies/Executive Officer	5.2.2.3; 5.2.18; 5.2.15; 5.2.37.1
Council of Advice to the President	Minutes and communications. Confidential Record.	Permanent.	Send to Archives after CY+5 years or after end of term, whichever comes first.	President of the House of Deputies	5.2.2.1; 5.2.2.3; 5.2.18

DFMS Records Retention Schedule
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Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention House of Deputies and President of the House					
Electronic Lists, Announcements, and Forums -- House of Deputies	Messages recorded, distributed, and shared across a defined online network of members and guests of the House of Deputies.	Permanent.	Consult with Archives each triennium for retention decision. Retain inactive data until Archives review.	President of the House of Deputies	5.1.6; 5.2.2.3; 5.2.18
HD Committee Records	Reports and other documents arising from the standing (State of the Church) and special committees of the House (e.g. Rules Revision).	Permanent.	Send to Archives after CY+3 years.	President of the House of Deputies	1.3.22; 5.2.19.4; 5.2.39.4
Official Correspondence of the President of the House of Deputies	Inquiries, recommendations, and advice and concerns communicated with Deputies, Anglican Churches, TEC leadership, dioceses and Church members.	Permanent.	Send to Archives after end of term.	President of the House of Deputies	5.2.2.3; 5.2.18
Specific Retention Schedule: General Convention Registrar					
Letters of Ordination and Consecration to the Episcopate	Registrar's copy of certificates signed by co-consecrators and sealed as authentic at the time of the consecration and ordination of a bishop.	Permanent.	Send to Archives 6 months after ordination.	General Convention Office - Registrar	5.2.5; 5.2.30

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention Registrar					
Ordination and Consecration Central File	Standard file of documents to validate episcopal orders including Election Certificate, signed Testimonials, Evidence of ordination as Deacon and Priest, Certificates of Consents of Standing Committee, Article VIII Declaration, Requests for House Consents, Letters of Acceptance, Ordination Certificate, Physician's Certificate, Psychiatrist's Certificate; May also include, service program, signed consent ballots; signature list of Clerical and Lay Delegates on election testimonial; correspondence between the presiding bishop and election bodies regarding required and pertinent records. See also Bishops' Files.	Permanent.	Send to Archives 6 months after ordination.	General Convention Office - Registrar	5.1.6; 5.2.1.2; 5.2.5; 5.2.18; 5.2.30
Specific Retention Schedule: General Convention State of the Church					
Annual Report on the State of the Church	Report produced each year for the State of the Church Committee and the Executive Council from statistical data analysis of returns by congregations and dioceses, including trend analysis.	Permanent.	Send to Archives after CY+2 years.	General Convention Research Office	5.1.6; 5.2.2.3; 5.2.19.4; 5.2.18
Parochial and Diocesan Reporting -- Data Control Files	Record of each year's report form, data table, data definition, and instruction set for participants.	Permanent.	Send data to Archives annually.	General Convention Research Office	5.1.6; 5.2.18; 5.2.19
Parochial and Diocesan Reports -- Data Filings	Standardized statistical and demographic data submitted annually by the congregations and dioceses of The Episcopal Church. Includes data on membership, financial status, Church services, educational and outreach programs, stewardship and employment. Currently a database.	Permanent.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	General Convention Research Office	5.1.6; 5.2.16.1; 5.2.19

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: General Convention State of the Church					
Statistical Reports on Church Membership and Congregational Status	Occasional reports generated from the annual statistical filings for purposes of presenting data to the State of the Church Committee, the Executive Council, and for publication in the official Church Annual.	Permanent.	Send to Archives after CY+2 years.	General Convention Research Office	5.1.6; 5.2.16.1; 5.2.1
Specific Retention Schedule: Legal					
Articles of Incorporation	Formal document establishing the creation of a corporation and filed with the state or other regulatory agency. Includes name, address and rules governing the management of the corporation. Also known as Certificate of Incorporation or the Corporate Charter.	Permanent.	Send to Archives after creation; send other source documents after administrative use ceases.	In-House Counsel Office	1.1; 1.8; 1.10; 1.12; 1.15.9; 1.15.10; 1.27
By-Laws	Official rules adopted by the organization to guide governance structures and procedures.	Permanent.	Send previous versions to Archives after every revision or amendment.	In-House Counsel Office	1.1; 1.8; 1.12; 1.15.10; 1.27
Charters	The governing body's grant of authority or rights to a subsidiary part of the Church, recognizing the subsidiary as exercising certain specified rights.	Permanent.	Send original copy to Archives after creation; send other source documents after administrative use ceases.	In-House Counsel Office	1.12; 1.15.10; 1.27
Contracts -- Liability Insurance	Includes contract, certificates of insurance.	Permanent.	Send to Archives after expiration of contract.	Finance Administration	1.8; 1.11; 1.12; 1.17; 1.27
Contracts -- Pension Plans	No information available.	Indefinite retention.	Send to Archives after superseded.	Finance Administration	1.11; 2.43
Contracts for Major Repairs and Alterations	Legal agreements with individuals and organizations for purchase of building related goods and services.	Indefinite retention. Retain for life of building or CY+6 years after end of occupancy.	Send to Archives CY+3 years after termination of contract for full retention period. Confidential destruction.	Building Management retains reference copy.	1.16.18; 4.3

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Legal					
Contracts for Minor Repairs and Maintenance	Legal agreements with individuals and organizations for purchase of building related goods and services.	Temporary. CY+6 years.	Send to Archives CY+3 years after termination of contract for confidential destruction.	Finance Administration	1.16.26; 4.3
Contracts, Service -- Finance Office Payment Copy	Signed original contracts for services retained as a control. May include personally identifiable information.	Temporary. CY+6 years after termination of contract.	Destroy. Send to Archives for confidential destruction.	Finance Administration	1.3.5; 1.11; 2.32
Copyrights and Permissions	Copyright filings for registered works of the DFMS, and permissions received by other owners of copyrights for authorized re-use of their works by DFMS agents.	Permanent.	Send to Archives after CY+2 years.	All Departments	2.34; 2.50; 2.51; 2.53; 6.1
Property Files	Including lease agreements, tax and/or exception records, conveyances, deeds, appraisals, records of sale.	Permanent.	Send certified copy to Archives.	Finance Administration	1.11; 1.27; 4.2
Tax Exempt Certificates	IRS & Franchise Tax Board Exemption status letters and applications.	Permanent.	Send original certificate to Archives; send other source documents after administrative use ceases.	In-House Counsel Office	1.8; 5.4
Trademark Registrations	Registrations and renewals of trademark received from the United States Patent and Trademark Office, including copies of application and supporting documentation.	Permanent.	Send original certificate to Archives after receipts; send other source documents after administrative use ceases.	In-House Counsel Office	1.11; 1.27;
Specific Retention Schedule: Missionary Service					
Health Insurance Claim Files	Claim forms, explanation of benefits letters, correspondence regarding insurance coverage. Kept separately and dated. See also Medical Benefits Files. Confidential record.	Temporary. CY+6 years.	Send to Archives CY+3 years after missionary is made inactive for full retention period. Confidential destruction.	Mission Personnel	2.32; See Personnel Management: Medical Benefits Files for citations.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Missionary Service					
Mission Field Opportunities Files	Correspondence received from dioceses and parishes requesting appointment of missionaries.	Permanent.	Send to Archives after CY+5 years.	Mission Personnel	This requires a survey
Missionaries, Communications File	Email messages, correspondence, and blog postings created by TEC missionaries and received by the Director of Mission Personnel. May also include post-service correspondence updating DFMS on re-entry experiences and prospects, which is separately filed.	Permanent.	Send to Archives CY+3 years after missionary is made inactive and add to file as needed.	Mission Personnel	1.1; 1.8;
Missionaries, Declined Applicants	Includes applications and correspondence. May include personally identifiable information.	Temporary. CY+5 years.	Destroy. Send to Archives for confidential destruction.	Mission Personnel	2.32; See Personnel Management: Applicant Files, Unsuccessful for additional citations.
Missionary Databases	Contains contact information and service data. Confidential record.	Selective retention.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	Mission Personnel	2.32; 5.1.6; 5.5; See also Personnel Management of this schedule.
Missionary Personnel, DFMS	Central service and personnel file including appointment letters, medical examinations, evidence of training, travel records, debriefing, field reports, email correspondence, repatriation arrangements, fundraising, stipendiary data, student and deferments. Covers Appointed Missionaries, Young Adult Service Corps (YASC) and Volunteers for Mission. Confidential record.	Permanent.	Send to Archives CY+3 years after missionary is made inactive.	Mission Personnel, Human Resources Office	2.32; See also Personnel Management of this schedule.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Recruitment and Search Files	Job description, postings and ads, recruitment firm correspondence, and candidate criteria. Created when filling a vacancy. See also Applications for Employment.	Temporary. CY+4 years after position is filled.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	2.13; 2.16; 2.25; 2.26; 2.28; 2.32; 2.40; 2.46; 2.55; 4.4; 5.7.1; 5.7.2
Applicant Files -- Unsuccessful	Resumes, application letters, writing samples, and interview notes. Confidential record.	Temporary. CY+4 years after position is filled.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	2.13; 2.15; 2.16; 2.25; 2.32; 2.40; 2.46; 2.55; 4.4; 5.7.1; 5.7.2
Personnel Files, DFMS Employees	A compilation of records containing all essential documentation relating to employee hiring, work history, benefits, performance, and termination. Confidential record.	Selective retention. Retain minimum CY+30 years after termination of employment and benefits.	Send to Archives CY+1 year after termination of employment and benefits for full retention period. Archival review for records of historical value. Confidential destruction for all records not retained by Archives. Files of employees and missionaries with on-going agreements are retained in the HR office until termination of benefits CY+1 year.	Human Resources Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.25; 2.26; 2.28; 2.30; 2.32; 2.40; 2.42; 2.43; 2.46; 2.55; 2.56; 2.58; 4.4; 4.10; 5.1.4; 5.7.1; 5.7.2

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Missionary Personnel, DFMS	Central service and personnel file including appointment letters, medical examinations, evidence of training, travel records, debriefing, field reports, email correspondence, repatriation arrangements, fundraising, stipendiary data, student and deferments. Covers Appointed Missionaries, Young Adult Service Corps (YASC) and Volunteers for Mission. Confidential record.	Permanent.	Send to Archives CY+3 years after missionary is made inactive.	Mission Personnel, Human Resources Office	2.32; See also Personnel Files, DFMS Employees
Applications for Employment, Hiring Files	Records associated with hired employees including application, resume, notes, references, job description and postings, skills tests, background check and drug test results, offer letters, and completed checklist. Confidential record.	Selective retention. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Archival review for records of historical value. Confidential destruction for all records not retained by Archives.	Human Resources Office	2.13; 2.14; 2.15; 2.16; 2.25; 2.26; 2.28; 2.30; 2.55; 2.56; 5.7.1; 5.7.2
Employee Service Records	A cumulative and comprehensive record of all job and compensation changes. Confidential record.	Selective retention. Retain minimum CY+30 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Archival review for records of historical value. Confidential destruction for all records not retained by Archives.	Human Resources Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.15; 2.16; 2.17; 2.32; 2.43

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
EEO Self-Identification Data Forms	Optional reporting form completed by applicant to satisfy DFMS-Equal Employment Opportunity Act standards.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.13; 2.15; 2.16; 2.25; 2.55; 5.7.1; 5.7.2
I-9 Forms	Required Department of Homeland Security employment eligibility verification form. Confidential record.	Temporary. Retain minimum CY+3 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.4; 2.32; 2.33
Pay Rate and Payday Notice	Acknowledges receipt of pay rates for exempt employees as required by New York State Department of Labor. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	4.5
DFMS Policy -- Employee Acknowledgments	Acknowledges acceptance of key policies including Human Resources Policies Guide, Records Ownership, Sexual Harassment, and Conflict of Interest.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	5.7.3
Emergency Contact Data Sheets	Updated by employee as needed. Includes personally identifiable information.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.4.4; 2.32

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Performance Reviews	Signed annual assessments and reviews. May also include performance improvement plans.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.4.6; 2.32
Special Leave Records	Documents pertaining to educational and personal development leave. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.12
Employment Separation Records	Resignation, separation agreement, medical benefits termination, notes, and checklist. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.15; 2.16; 2.17; 2.43; 2.44
Personnel File Access Logs	A signed record of access to a file by authorized non-HR staff.	Indefinite retention.	Retain with Personnel File. Send to Archives with Personnel File.	Human Resources Office	2.2; 2.32; 2.30
Disciplinary Case Files	Records produced to document incidents formally investigated by HR personnel and executive management relating to employees. Sealed confidential record.	Temporary. Retain minimum CY+10 years minimum, or CY+6 years after termination, whichever comes first.	Seal and retain with Personnel File. Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.3.26; 1.4.7; 2.3; 2.32

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Employees, Contracted	Includes records of employment contracts, negotiated benefits, performance evaluation, standard hire, employee service, and termination. Contracted Employees with Benefits should be treated as a Personnel File. See also Consultant Files. Confidential record.	Indefinite retention. Retain minimum CY+30 years after termination of employment and benefits.	Send to Archives CY+1 year after termination of contract and benefits for full retention period. Confidential destruction.	Human Resources Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.25; 2.30; 2.32; 2.40; 2.42; 2.43; 2.46; 2.10; 2.55; 2.56; 2.58; 4.4; 4.10; 5.1.4; 5.1.1; 5.7.1; 5.7.2
Employees, Temporary Hire Files	Includes records of short term employment: standard application forms. Also known as Direct Hires. Includes Volunteers. Confidential record.	Temporary. Retain minimum CY+6 years minimum after termination of employment.	Send to Archives with Personnel File CY+1 year after termination of employment for full retention period. Confidential destruction.	Human Resources Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.25; 2.30; 2.40; 2.42; 2.43; 2.46; 2.55; 2.56; 2.58; 4.4; 4.10; 5.1.4; 5.7.1; 5.7.2
Consultants Files, Independent Contractors	Standard consultant contract, scope of work statement, consultant questionnaire, and IRS certification and review documentation. See also Employees, Contracted. Confidential record.	Temporary. Retain minimum CY+6 years after termination of contract.	Send to Archives CY+1 year after termination of contract for confidential destruction.	Human Resources Office	1.16.21; 2.31; 5.4
Medical Insurance Enrollment Forms	Initial enrollment form and subsequent change documentation. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	4.3
Life Insurance Enrollment Forms	Beneficiary information for standard life insurance benefit. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	4.3

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Retirement Plan Enrollment Forms	Fund and beneficiaries selection, employee contribution forms, and fund transfers after termination. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	4.3
NYC TransitChek Commuter Program Forms	Initial enrollment and salary deduction confirmations. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	4.3
Continuing Education and Training Records	Evidence of course work, exemplary accomplishments, and continuing education. May include personally identifiable information.	Selective retention.	Send to Archives with Personnel File for retention review. Confidential destruction for all records not retained by Archives.	Human Resources Office	5.4
Medical Benefits Files	A compilation of medical, health and safety records maintained confidentially in compliance with legal and DFMS policy requirements. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.14; 2.11; 2.12; 2.13; 2.17, 2.19; 2.30; 2.43; 4.10; 5.1.4
Continuing Pension and Medical Support Agreements	Agreements, medical claims, records of payment and related correspondence for retired employees and missionaries with on-going medical reimbursement support and/or pensions. Confidential record.	Selective retention. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for archival review for records of historical value. Confidential destruction for all records not retained by Archives.	Human Resources Office	2.17; 2.19; 2.43; 2.46; 5.1.4

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Disability Claims and Case Files	Records related to disability leave, including allowance and informational letters, disability forms, correspondence, and evidence of payment. Confidential record.	Temporary. Retain minimum CY+30 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.12; 2.13; 2.17; 2.30; 5.1.4
Doctor's Reports	Letters and forms placed on file as needed. Confidential record.	Temporary. Retain minimum CY+30 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.18; 2.30; 4.11
FSA Enrollments	Personal data submitted to third party vendor including social security number, bank account routing number, and deduction authorization. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	1.14; 2.11; 2.9; 2.12; 2.30; 4.7
Injury Incident Reports	Completed as needed by employee and HR contact.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.18; 4.11
Inoculation Forms	Records of inoculations received for work and official travel purposes. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.30

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Medical Leave Requests	Records of FMLA and other medical leave requests including forms and doctor's reports, correspondence, leave calculations and arrangements. Confidential record.	Temporary. Retain minimum CY+6 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.30
Worker Compensation Claims	Records relating to on the job injuries including claim forms and notifications. Confidential record.	Temporary. Retain minimum CY+18 years after termination of employment and benefits.	Send to Archives with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	2.30; 4.10
Life Insurance Plans	Plan books, coverage summaries (check official name), standard forms and Church Life Corporation correspondence.	Indefinite retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	1.14; 2.11; 2.15; 2.16; 2.20; 2.43; 5.2.21
Medical Coverage Plans	Plan books, coverage summaries (check official name), standard forms and vendor correspondence for DFMS's medical health plans and for short and long-term disability; also includes supplementary insurance for extended illness.	Indefinite retention. CY+10 years minimum retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	1.14; 2.11; 2.15; 2.16; 2.20; 2.43; 5.2.21
Retirement and Pension Plans	Prospectus, plan contracts, related correspondence, and performance for DFMS 403(b), 401(a) and supplementary retirement annuity plans. Includes Church Pension Group, TransAmerica, Prudential Medley, and New York Life Plans.	Indefinite retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	1.14; 2.11; 2.15; 2.16; 2.20; 2.43; 5.2.21
Invoices, Employee Insurance Coverage	Paid bills to providers of employee health and life insurance. Confidential record.	Temporary. CY+5 years.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	2.9; 2.30

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Pension Custodial Accounts, Reports on Employee Funds	Monthly receipt of fund reports received from the current contracted investment advisors, TransAmerica, Prudential, New York Life, MetLife, summarizing employee contributions to the Society's optional retirement plan accounts.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	2.43
Clergy Retirement Assessment	Quarterly payments to Church Pension Group for DFMS clergy employees. Includes change forms, correspondence, invoices and evidence of payment. May include personally identifiable information.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	2.43
Employee Education and Training Files	Program policy and procedures, annual allocation accounts, employee application forms, tuition proof of payment and grade, check requisition, the employee award letter, supporting documentation supplied by the employee. Significant certifications and degrees received should be placed in the employee's personnel file. May include personally identifiable information.	Temporary. Retain policy and procedures until superseded. CY+7 years for all other records.	Destroy. Shred or send to Archives for confidential destruction.	Human Resources Office	2.35; 2.38; 5.4
Human Resources Policy Guide and Handbook	Official record of DFMS standards and practices detailing responsibilities of the organization and employees in the conduct of business.	Permanent.	Send dated copy to Archives after superseded.	Human Resources Office	1.27; 2.12; 2.43
EEO and Affirmative Action Records	Equal Employment Opportunity studies including salary surveys and staffing analysis reports; also may include evidence of affirmative action hiring and recruitment practices.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	2.13; 2.14; 2.15; 2.16; 2.17; 2.24; 2.26; 2.28; 2.47; 2.55; 5.1.1; 5.1.2; 5.7.4
DFMS Job Description Files	A compilation of all current job descriptions for all extant positions.	Temporary. CY+1 year after superseded.	Destroy.	Human Resources Office	No legal requirement.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Personnel Management					
Employees, Agency Hire Files	Contact information, personal data and agency payment record. Includes personally identifiable information.	Temporary. CY+2 years.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	2.26; 2.28
Employee Orientation Files	Includes information on the DFMS and The Episcopal Church.		Requires appraisal.	Human Resources Office	
Resumes and Applications for Employment, Unsolicited	Letters of interest and resumes received outside normal recruitment activities. May include personally identifiable information.	Temporary. CY+1 year.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	2.25
Benefits Administration Data Worksheets	Spreadsheets created to analyze and summarize DFMS benefits payments.		Requires appraisal.	Human Resources Office	
Specific Retention Schedule: Presiding Bishop—Pastoral Ministry					
Addresses and Sermons, Presiding Bishop	Creative works, writings, video and audio productions.	Permanent.	Send to Archives CY+5 years or sooner if inactive.	Presiding Bishop's Office	1.3.20; 1.15.7; 5.2.12.2
Anglican Communion, Provinces and Related Bodies, Presiding Bishop Communications File	Correspondence with organizations and individual officials of the Anglican Communion other than the office of the Primate.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.12; 1.17; 5.2.12.2
Appointments to Governing Bodies, Presiding Bishop	Correspondence and records pertaining to the appointment process for official entities of General Convention, Executive Council, and other TEC governing bodies.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.12; 5.2.2.3; 5.2.12.5; 5.2.15.1; 5.2.37.1

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Presiding Bishop—Pastoral Ministry					
Bishops Files	A personnel-like record for bishops of The Episcopal Church. Includes official notices and actions, correspondence, photographs, writings of note, and other biographical material. May also include Consecration and Ordination records. See Registrar for related records. Confidential record.	Permanent.	Send resigned bishops files to Archives after active ministry ceases. Sometimes maintained in office for the life of the bishop.	Presiding Bishop's Office	1.14; 2.11; 2.4; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.25; 2.30; 2.32; 2.40; 2.42; 2.43; 2.46; 2.55; 2.56; 2.58; 4.10; 4.4; 5.1.4; 5.2.12.2; 5.2.30; 5.2.31; 5.2.35; 5.7.1; 5.7.2
Case Files of the Presiding Bishop's Office	Work files and correspondence regarding personnel matters, clergy disciplinary actions, and other sensitive matters. Sealed, confidential record.	Indefinite retention.	Transfer to Archives CY+5 years after disposition of case.	Presiding Bishop's Office	1.16.8; 2.32; 5.2.31; 5.2.35
Churches in Full Communion with the Episcopal Church, Presiding Bishop Communications Files	Contains correspondence and documents with Churches in full communion with the Episcopal Church. See also Primate's Files.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.12; 1.17; 5.2.12.2
Council of Advice to the Presiding Bishop	Minutes and communications. Confidential Record.	Permanent.	Send to Archives after CY+5 years or when term ends, whichever comes first.	Presiding Bishop's Office	5.2.38.10
DFMS Correspondence Files of the Presiding Bishop	Correspondence with DFMS staff and offices, and headquarters agencies.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.8; 1.12; 1.17; 5.2.12.1; 5.4
Events and Invitations of the Presiding Bishop, Regrets	Invitations to events and response from PBO.	Temporary. CY+9 years.	Destroy. Send to Archives for confidential destruction.	Presiding Bishop's Office	5.2.12.3; 5.2.18
Events Files of the Presiding Bishop	Records of canonical and official visits. Includes correspondence, arrangements, presentations, speeches, materials received at the event.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.1; 1.8; 5.2.12.3; 5.2.18

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Presiding Bishop—Pastoral Ministry					
Necrology and Obituaries	A list compiled in-house on an annual basis of recently deceased Episcopalian bishops. Obituaries written by the Presiding Bishop's Office.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	5.2.38.2
Official Gifts to the Presiding Bishop	Materials received as gifts to the Episcopal Church.	Selective retention.	Review triennially for transfer to Archives.	Presiding Bishop's Office	5.2.18
Pastoral Letters	Messages to The Episcopal Church.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	5.2.12.4
Prayer Lists	Generally kept with House of Bishop's Meeting Files.	Indefinite retention.	Send to Archives after CY+5 years.	Presiding Bishop's Office	5.2.38.12
Primates Files	Correspondence between the Presiding Bishop and other primates of the Anglican Communion.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.12; 1.17; 5.2.12.2; 5.2.23
Publications Received and Publicity re. Presiding Bishop	Newspaper, magazine, journal articles and other published writings about the Presiding Bishop. Also known as Clippings Files.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	1.1
Writings, Presiding Bishop	Published articles, commentaries, pastoral teachings, Web blogs, and other writings. Retain final edited version as submitted or received from publisher.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	5.2.12.2
Specific Retention Schedule: Presiding Bishop—Chaplains					
Chaplain Candidates, Unsuccessful	Records for Federal or Diocesan Chaplains who did successfully complete application process or who never served as a chaplain. May include applications, endorsement, letters of recommendation and related correspondence. Confidential record.	Temporary. CY+4 years.	Destroy. Send to Archives for confidential destruction.	Federal Ministries	2.32; 2.49; 2.54; 5.2.29; See also Personnel Management: Applicants Files - Unsuccessful.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Presiding Bishop—Chaplains					
Chaplains Endorsements (Federal)	Biographical data, endorsement applications, correspondence, copies of Ecclesiastical Endorsement by the Bishop, letters of recommendation, letters of the Diocese approval, grade transcripts, background checks, and medical records. Keep with Chaplains Service Records. Confidential record.	Permanent.	Send to Archives CY+1 year after retirement of active service.	Federal Ministries	1.14; 2.11; 2.12; 2.13; 2.49; 2.54; 2.4; 2.15; 2.16; 2.17; 2.25; 2.32; 5.2.29; 5.7.1; 5.7.2
Chaplains Federal Database Record	Central database of personnel profile information. Data elements on chaplains include: biographical, family, and educational information, contact information, professional and duty service, and key endorsement data. Before entering a deceased status to a chaplain's records, print a complete report on the chaplain and place in the Chaplain's permanent Service Record file until the electronic file is able to be archived. Confidential record.	Permanent.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	Federal Ministries	2.32; 2.49; 2.54; 5.1.6; 5.2.29; See also Personnel Management: Personnel Files for additional citations.
Chaplains Roll-Call Data	Change in contact data, Orders for mobilization, change of assignment/status, other undefined data; used in times of emergency to generate status report of well-being. Confidential record.	Permanent.	Send to Archives CY+5 years after retirement of active service.	Federal Ministries	2.32; 2.49; 2.54; 5.1.6; 5.2.29; See also Personnel Management: Personnel Files for additional citations.
Chaplains Semi-Annual Reports	Information regarding the chaplain's status, contact information, statistics regarding sacraments, services and pastoral care, a brief narrative, CIMS training declarations, and desire for continued service. Keep with Chaplains Service Records. Confidential record.	Permanent.	Send to Archives CY+1 year after retirement of active service.	Federal Ministries	2.32; 2.49; 2.54; 5.2.29; See also Personnel Management: Personnel Files for additional citations.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Presiding Bishop—Chaplains					
Chaplains Service Records (Federal)	Central files of personnel records pertaining to federally employed, ordained Episcopal chaplains in the armed forces, Veterans Affairs medical centers and the federal prison system. Includes endorsements, semi-annual reports, pension agreements; May also include email and other correspondence with the Suffragan Bishop, re. Donations, marriage permissions and dissolutions, Service Cross award, and supply requests. Confidential record.	Permanent.	Send to Archives CY+1 year after retirement of active service.	Federal Ministries	1.14; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.49; 2.54; 2.4; 2.17; 2.25; 2.30; 2.32; 2.40; 2.42; 2.43; 2.46; 2.55; 2.56; 2.58; 4.10; 4.4; 5.1.4; 5.2.29; 5.7.1; 5.7.2
Diocesan Chaplains Files, TEC Endorsed	Ecclesiastical endorsement application, the letter of Diocesan concurrence, and certificate. Confidential record.	Permanent.	Send to Archives CY+1 year after retirement of active service.	Federal Ministries	2.32; 5.2.29
Pastoral Communication, Chaplains	Communication on personal and private matters with no direct bearing on the health and safety of the chaplain. Confidential record.	Temporary.	Destroy after use ceases.	Federal Ministries	2.32; 5.2.29
Sacramental Records, Federal Chaplains	Records of sacraments performed by Episcopal chaplains in the armed services of the United States, Veterans Affairs, and Bureau of Prisons: baptisms, confirmations, and marriages, letters of permission to marry, and letters of transfer. Confidential record.	Permanent.	Send to Archives after CY+5 years.	Federal Ministries	2.32; 5.2.26; 5.2.29
Specific Retention Schedule: Presiding Bishop—Pastoral Development					
Bishops Files -- Pastoral Oversight Files	A personnel-like record for bishops of The Episcopal Church. Includes background checks, medical and psychiatric evaluations; and copies of records held in the Bishops Files. See also Case Files of the Presiding Bishop. Sealed, confidential record.	Indefinite retention.	Send resigned bishops files to Archives after active ministry ceases.	Presiding Bishop's Office	1.14; 2.4; 2.11; 2.12; 2.13; 2.14; 2.15; 2.16; 2.17; 2.25; 2.30; 2.32; 2.40; 2.42; 2.43; 2.46; 2.10; 2.55; 2.56; 2.58; 4.4; 4.10; 5.1.4; 5.2.25; 5.2.30; 5.2.31;

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Specific Retention Schedule: Presiding Bishop—Pastoral Development					
					5.7.1; 5.7.2
Specific Retention Schedule: United Thank Offering					
UTO Administrative and Program Files	Management files for maintaining the UTO network, publicity, Triennial Meeting and supporting the work of the UTO Board.	Permanent.	Send to Archives after CY+5 years or sooner if use ceases.	United Thank Offering	1.1; 1.12
UTO Grants Database	Contains grant recipient information, funds distributed and used, and grant status.	Indefinite retention.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	United Thank Offering	1.12; 1.1; 1.15.5; 1.15.12; 5.1.6; 5.1.8
Special Schedules					
Bible and Common Prayer Book Society	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records	Permanent.	Send to Archives after current use ceases.	BCPBS	Donor Agreement
Clergy Transition Database	Web accessible database containing parish, position and clergy profiles used tool to match jobs with job seekers. Database includes biographical data, personal statements, links, forms, training materials. Confidential record.	Selective retention.	Requires survey.	Transition Ministries	2.25; 2.32; 2.57; 5.1.6; 5.5; See also Personnel Management of this schedule.

Record	Description	Retention	Disposition	Office of Record	Retention Citation
Special Schedules					
Conscientious Objectors, Individual Registrations	Individuals registering with The Episcopal Church to qualify for potential CO status. Includes sealed and posted Selective Service System form 1M, supporting documentation and correspondence with the Registrar. Confidential record.	Permanent.	Send to Archives after registration is completed.	Youth	2.21; 2.32; 2.48; 1.2; 1.13; 1.26; 1.28
Conscientious Objectors, Register	An index listing of conscientious objector registrations received, the date received, and date acknowledged by the Registrar. Confidential record.	Permanent.	Retain in office. Consult with Archives to verify accuracy.	Youth	2.21; 2.32; 2.48; 1.2; 1.13; 1.26; 1.28
Conscientious Objector Publications	Information packets, forms, and guidelines distributed by The Episcopal Church to individuals considering registering as Conscientious Objectors. Files are posted on the TEC Website.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	Youth	2.21; 2.32; 2.48; 1.2; 1.26; 1.28; 5.1.6
Church Periodical Club	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	CPC	Donor Agreement
Colleges and Universities of the Anglican Communion	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	CUAC	Donor Agreement
Episcopal Church Foundation	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives as provided by deposit agreement.	ECF	Donor Agreement
Episcopal Church Foundation	Building Loans, Paid Off.	Permanent.	Send to Archives as provided by deposit agreement.	ECF	Donor Agreement

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Record	Description	Retention	Disposition	Office of Record	Retention Citation
Special Schedules					
Episcopal Church in Europe	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	unknown	Donor Agreement
Episcopal Relief and Development	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after use ceases or as provided by specific agency retention schedule.	ERD	1.1; 1.12
Recorder's Register of Clergy of The Episcopal Church	An official list maintained by the Church Pension Fund acting as Recorder of Ordinations for the General Convention and as custodian of the list.	Permanent.		General Convention Recorder	5.2.6
Departments/Areas Not Covered by Retention Schedules					
Communications					
EMM Field Office	Minimum legal entry made based on past deposits				
IT					
Pastoral Development	Minimum legal entry made based on past deposits				
Transition Ministries	Minimum legal entry made based on past deposits				
Washington Field Office					

Citation Table of Authorities for DFMS Records Retention Schedule.

1.0 Professional Standards, Guidelines, and Retention Schedules

1.1.	Diocese of Olympia Archives and Records Management Program Policies and Procedures Manual, 2013. Archives and Records Management Office, Diocese of Olympia.
1.2.	Galvin, Bill. The Guide for COs in the Military, 2009. Center on Conscience and War.
1.3.0	General Retention and Disposition Schedule for New York State Government Records, January, 2008. New York State Archives.
1.3.1	90108 Agency Budget Preparation Files
1.3.2	90109 Agency Copy of Agency Budget Request
1.3.3	90124 Revenue Bank Account Files
1.3.4	90125 Payment Bank Account Files
1.3.5	90126 Purchase/Accounts Payable Records Related to Agency Contracts
1.3.6	90127 Purchase/Accounts Payable Records Not Related to Agency Contracts
1.3.7	90202 Reports of Major Administrative Studies
1.3.8	90205 Administrative Study and Survey Work Papers
1.3.9	90206 Routine Administrative and Operational Plans
1.3.10	90208 Major Administrative Policies and Procedures
1.3.11	90209 Routine Administrative Policies and Procedures
1.3.12	90225-90229 IT Systems and Application Development
1.3.13	90268 Equipment and Motor Vehicle Maintenance Records
1.3.14	90277 Facility Maintenance Work Order Files and Logs
1.3.15	90279 Physical Plant Maintenance/Operations Reference Drawings and Files
1.3.16	90287 Facility Management Subject Files
1.3.17	90303 Building Visitor Logs and Security Videotapes
1.3.18	90323 Mailing Address Lists
1.3.19	90362 Agency Copies of Control Agency Policies and Procedures
1.3.20	90366 General Administrative Records
1.3.21	90369 E-Mail Messages
1.3.22	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies
1.3.23	90374 Equipment, Supplies, and Motor Vehicle Management Subject Files
1.3.24	90376 Vendor and State Contracts Reference Files
1.3.25	90388 Non Record Copy of Agency Records
1.3.26	90357-09358 Grievance Case Records and Disciplinary Action Records
1.3.27	90018 Bi-weekly payroll
1.3.28	90307 Facility Disaster Preparedness Files
1.4.0	General Records Schedules Transmittal No. 23, September 2014. United States National Archives and Records Administration.
1.4.1	1.2.20 Grant and cooperative agreement case files. Successful applications.
1.4.2	1.2.21 Grant and cooperative agreement case files. Unsuccessful applications.

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1.4.3		1.2.30 Final grant and cooperative agreement products or deliverables.
1.4.4		1.10 Temporary Individual Employee Records
1.4.5		1.18 Supervisors' Personnel Files and Duplicate OPF Documentation.
1.4.6		1.23 Employee Performance File System Records.
1.4.7		1.30 Administrative Grievance, Disciplinary, and Adverse Action Files.
1.4.8		18.17 Visitor Control Files.
1.5.0	Guidelines for Developing a Retention Schedule for Records Management and Archival Professional Associations - Including a Model Retention Schedule, 2008. Section on Records Management and Archival Professional Associations, International Council on Archives.	
1.5.1	175-176 Retention schedules and supporting documents.	
1.5.2	177 Lists of records transferred for permanent retention.	
1.5.3	179 Records documenting the destruction of temporary value records.	
1.5.4	180 Records documenting the provision of access.	
1.6	Guidelines for Managing Records of the Annual Conference & the Local Church, 2013. General Commission on Archives and History, The United Methodist Church. http://www.gcah.org/resources/guidelines-and-publications , accessed 02/07/2014.	
1.7	Guidelines for Managing Episcopal Office Records of The United Methodist Church, 2013. General Commission on Archives and History, The United Methodist Church.	
1.8	Guidelines for Managing Records of the General Agencies of The United Methodist Church, 2013. General Commission on Archives and History, The United Methodist Church.	
1.9	IFRS Foundation Document Retention and Destruction Policy, 2010. International Financial Reporting Standards Foundation.	
1.10	A Practical Guide to the New York Prudent Management of Institutional Funds Act, 03/2011. New York Office of the Attorney General Charities Bureau.	
1.11	A Practice Aid for Records Retention, 2012. American Institute of CPAs, Information Technology Section.	
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1.15.1	[1] Official Minutes and Hearings Proceedings	
1.15.2	[3] Meeting Files	
1.15.3	[10] Correspondence, and supporting documentation	
1.15.4	[11] Official copy of publication.	
1.15.5	[13] Grant program file.	
1.15.6	[17] Internal investigation or non-fiscal audit records.	
1.15.7	[198] Executive, Manager, or Administrator's office files.	
1.15.8	[238] Daily, weekly, monthly, quarterly, or other periodic fiscal reports	
1.15.9	[239] Annual or final fiscal reports.	

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1.15.10	[271] Organizational and establishment records.
1.15.11	[415] Construction or public improvement project file.
1.15.12	[720]Grant, award or gift files.
1.16.0	Records Retention and Disposition Schedule MU-1, 2003. New York State Archives.
1.16.1	[6] Legal agreement.
1.16.2	[16] Repair, installation, maintenance or similar record.
1.16.3	[38.b] Records on use of archival materials.
1.16.4	[40.a] Records transfer list for archival records.
1.16.5	[42.a] Appraisal and accessioning documentation.
1.16.6	[43] Guide, listing, index, or other finding aid to archival records.
1.16.7	[44] Records on use of archival materials
1.16.8	[45] Legal case file.
1.16.9	[51] Budget preparation file.
1.16.10	[251] Daily cash record.
1.16.11	[245] General ledger.
1.16.12	[260] Report of audit of financial affairs.
1.16.13	[269] Deposit slip.
1.16.14	[274] Periodic investment reports and similar records.
1.16.15	[339] Record of gifts and bequests to a local government.
1.16.16	[345a] Year-end payroll.
1.16.17	[345c] Periodic payroll.
1.16.18	[478] Capital construction or public improvement project file.
1.16.19	[479] Official plans, maps, designs, architectural drawings, and photographs.
1.16.20	[559] Purchase order, purchase requisition.
1.16.21	[581] Supervisor, Mayor, Manager, or Administrator's office files.
1.16.22	[646] Youth Services. Individual client consultation case file.
1.16.23	[673] Data systems specifications.
1.16.24	[678] Data processing operating procedures.
1.16.25	[679] Data processing hardware documentation.
1.16.26	[895] Maintenance, testing, service, operational and repair records.
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2.1.	2 CFR 200-333. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.2.	5 CFR 293. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.3.	5 CFR 432. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.4.	Control of Employment of Aliens. 8 CFR 274-A.2. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.5.	17 CFR 210. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.6.	22 CFR 145.53. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
2.7.	26 CFR 1.6001-1. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.
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3.1.2	NYC 29.401.7.8.
3.1.3	NYC 29.401.8.
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5.2.2	I.1.1 House of Deputies
5.2.2.1	I.1.1(b) Appointment of Advisory Council
5.2.2.2	I.1.1(c) Diocesan Journals to be forwarded to the Secretary of General Convention.
5.2.2.3	I.1.1(d) General Convention Secretary to keep minutes and records.
5.2.2.4	I.1.1(j) Secretary of the House of Deputies to be Secretary of Convention.
5.2.3	1.1.2 Commissions
5.2.3.1	I.1.2(j)-(k) Reports of General Convention Commissions.
5.2.3.2	I.1.2(n)(5) Ecumenical and Interreligious Relations.
5.2.3.3	I.1.2 (6)(ii-viii) Liturgy and Music.
5.2.4.	I.1.4 Deputies
5.2.5.	I.1.5 Registrar.
5.2.5.1	I.1.5(a) Registrar to keep and submit records
5.2.5.2	I.1.5(b) Registrar to keep and submit bishop consecration records.
5.2.5.3	I.1.5(c) Letters of Ordination and Consecration.
5.2.5.4	I.1.5(f) Journals and papers sent to Registrar and Archives.
5.2.6.	I.1.6 Recorder of Ordinations
5.2.7.	I.1.7(a) Treasurer
5.2.8.	1.1.9 Treasurer may borrow.
5.2.9.	I.1.8 General Convention expense budget.
5.2.10.	I.1.11 The Treasurer shall submit budget.
5.2.11.	I.1.13 General Convention Executive Office.
5.2.12.	I. 2 Presiding Bishop
5.2.12.1	I.2.4(a)(1) Policy and strategy
5.2.12.2	I.2.4(a)(2) Representative of Church and episcopate.
5.2.12.3	I.2.4(a)(6) Visitations.
5.2.12.4	I.2.4(b) Reports and Pastoral Letter
5.2.12.5	I.2.4(c) May delegate authority.
5.2.12.6	I.2.5 Chancellor

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5.2.13	I.3 Article II Board of Directors.
5.2.14	I.4.1 Executive Council
5.2.14.1	I.4.1(b) Executive Council accountability.
5.2.14.2	I.4.2(g) Elect member to the Anglican Consultative Council.
5.2.15	1.4.3
5.2.15.1	I.4.3(d)-(e) Chief Operating Officer and Chief Financial Officer.
5.2.15.2	I.4.3(g) Audit Committee.
5.2.15.3.	I.4.3(h) Council to establish committees.
5.2.16	I.4.6 Budget for The Episcopal Church.
5.2.16.1	I.4.6(e)(g) Notice of askings to be given
5.2.16.2	I.4.6(i) Financial reports of Dioceses
5.2.16.1	I.4.6(j) Report on congregations
5.2.17	I.4.8 Reports of Executive Council.
5.2.18	I.5.1-2 Archives of the Episcopal Church . Purpose and records defined.
5.2.19	1.6 State of the Church
5.2.19.1	I.6.1 Parochial reports.
5.2.19.2	I.6.4 Annual reports of Dioceses.
5.2.19.3	I.6.5(a) Journals of Diocesan Conventions.
5.2.19.4	I.6.5(b) Committee for State of the Church
5.2.20.	I.7 Business Methods in Church Affairs
5.2.20.1	I.7.1(b)-(c) Of trust funds of Provinces, Dioceses, Congregations and Church institutions.
5.2.20.2	I.7.1(e)(f) Books of account to be kept by Church bodies.
5.2.20.3	I.7.1(h) Insurance.
5.2.21	I.8.1 Clergy and lay pension and health plans.
5.2.22	I.9.11 Provinces to keep journals and minutes and transmit to Archives.
5.2.23	I.11.4 Notices to be sent to Primates.
5.2.24	I.12. Standing Committee signed original documents.
5.2.25	I.15 Congregations in Foreign Lands
5.2.25.1	I.15.6 Records to be submitted to Presiding Bishop or General Convention.
5.2.25.2	I.15.9 Council of Advice.
5.2.26	I.18.3(c) Marriage recorded in Register
5.2.27	II.3.6(b)(c) Book of Common Prayer. Duties of the Custodian.
5.2.28	III.4.1(b) Members of Armed Forces.
5.2.29	III.9.3 Appointment of Priests

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5.2.29.1	III.9.3(d) Chaplains.
5.2.29.2	III.9.3(e) Priests employed in other settings.
5.2.29.3	III.9.11 Declaration of release.
5.2.30	III.11 Ordination of Bishops
5.2.30.1	III.11.1(b)-(c) Other provisions for election rules. Nomination process.
5.2.30.2	III.11.3(a)-(b) Documents to be transmitted. Consent process. Testimonials of Standing Committees.
5.2.30.3	III.11.5 Presiding Bishop to take order for ordination.
5.2.30.4	III.11.6 Declaration of conformity.
5.2.31	III.12 Life and Work of a Bishop
5.2.31.1	III.12.7 Bishops. Release and Removal from the ordained Ministry of this Church
5.2.31.2	III.12.8(b)-(e) Resignations records to Presiding Bishop and recorded in House of Bishops Journal and Registers.
5.2.31.3	III.12.8(p)-(q) Certificates of incapacitated bishops transmitted to Presiding Bishop.
5.2.31.4	III.12.9 Efforts to resolve disagreements.
5.2.31.5	III.12.10 Dissolution of pastoral relationship.
5.2.32	III.14 Religious Orders
5.2.33	III.15 Board of Examining Chaplains
5.2.34	III.16 Board of Transition Ministries
5.2.35	IV Ecclesiastical Discipline
5.2.35.1	IV.5.3(h), 4(h); IV.13.4; IV.15.9 Of Ecclesiastical Discipline proceedings
5.2.35.2	IV.19.30 Preservation of accurate, certified copies
5.2.36	V.1.5 Publish changes to the Constitution and Canons
5.2.37	Joint Rules
5.2.37.1	JR 215 I.2 (b)-(d) Joint Standing Committee Appointments
5.2.37.2	JR V.15 Summary of General Convention Actions
5.2.38.0	Rules House of Bishops
5.2.38.1	RHB 178 First Day of Session III. House of Bishops Roll
5.2.38.2	RHB 178 First Day of Session V. Memorials
5.2.38.3	RHB 179 Daily Orders V-VI Calendars House of Bishops
5.2.38.4	RHB 180 General Rules for the Meetings of This House I Legislative Committees
5.2.38.5	RHB 181 General Rules for Meetings of This House IV Resolutions
5.2.38.6	RHB 182 General Rules for Meetings of This House VIII-IX Ballots
5.2.38.7	RHB 183 General Rules for Meetings of This House XIII Committee Reports
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5.2.39.1	RHD 193 II.3 Opening of Daily Session, Roll call.
5.2.39.2	RHD 193 II.4 Opening of Daily Session, Certification of Minutes.
5.2.39.3	RHD 194 III.6 Order of Business Calendar
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