

## Basic Schedule of RETENTION OF DOCUMENTS

Corporate Papers: Charter, Articles of Inc., Minutes	Permanent & scan
Property Records: Deeds, Abstracts of Title, Mortgages	Permanent & scan
Contracts, Building	Permanent & scan
MOU Agreements	Permanent & scan
Insurance Policies	Permanent & scan
Correspondence, Departmental	3 years
Correspondence, Administrative	Permanent & scan
Church Agenda and Minutes	Permanent & scan
Audit Reports, Financial	Permanent & scan
Audit Reports, Labor, Salary, and Expense	Permanent & scan
Ledgers, General	Permanent & scan
Journals, General	Permanent & scan
Receipts, Cash	6 years
Vouchers, Journal, Purchase & Disbursement	6 years
Cancelled Checks, General	6 years
Cancelled Checks, Payroll	4 years
Bank Statements & Reconciliation	6 years
Employment Records	Permanent & scan
Timecards	5 years
Payroll Journal and Earnings Record, Employee	Permanent & scan
Ledgers, Accounts Receivable	10 years
Sales Invoices	6 years
Purchase Orders (originals only)	6 years
Capital Assets Ledger	Permanent & scan
Securities Ledger	Permanent & scan
Tithe Envelopes	5 years

The retention period begins from the date the document was originally acquired, but shredding is only permitted after the entity has undergone an audit. For example, tithe envelopes acquired in 2021 would be eligible for shredding in 2024, but if no audit has been conducted, they cannot be shredded. Additionally, it's important to note that the proper way to dispose of documents is by shredding only. This helps ensure the security and confidentiality of sensitive information.