

**Prince of Peace Lutheran Church  
Latrobe, PA  
Records Retention Policy**

<b>Financial Documents</b>	<b>Minimum Retention Requirement</b>
<b>Accounts Payable Ledgers and Schedules</b>	5 Years
<b>Audit Reports</b>	7 Years
<b>Bank Reconciliations and Statements</b>	7 years or until all federal and state audit requirements have been met
<b>Checks</b> (for important payments and purchases)	5 years after item purchased is no longer owned
<b>Correspondence</b> (financial matters)	3 to 4 years depending on the issue
<b>Depreciation Schedules</b>	While active + 7 years
<b>Expenses and Purchases</b>	5 years
<b>Gross Receipts</b>	7 years
<b>Year-end Financial Statements</b>	Permanently
<b>Weekly Offering Envelopes and Giving Records</b>	Envelopes one year Giving Records 3 years
<b>Policy, Employment &amp; Other Documents</b>	<b>Minimum Retention Requirement</b>
<b>Personnel Files</b> (terminated employees) (should include application/resume, discipline reports, evaluations, salary history, etc.)	7 years
<b>Policies, Guidelines and Employee Handbooks</b>	For as long as they are current and at least 3 years after they are outdated
<b>Job Applications, Resumes and Advertisements</b>	1 year after the record is made
<b>Timesheets</b>	3 years from the last date of entry
<b>Unemployment Insurance Documents</b> (Quarterly Contribution Report and Employment Report)	4 years after the tax is paid (Pennsylvania Law)
<b>Contracts and Leases</b>	4 years after the contract term has expired
<b>Correspondence</b> (Legal/Important)	Keep with legal issue file whether lawsuit, insurance claim, etc. then retain according to that retention requirement

<b>Policy and Employment Documents (Cont'd)</b>	<b>Minimum Retention Requirement</b>
<b>Grant Applications and Awards</b>	Life of the grant, plus 3 years after the expiration of the grant; grant itself may have a separate record keeping requirement to be adhered to.
<b>Insurance Record, Accident Reports, Claims</b>	Workers Compensation claims – 10 years after the close of the matter Long-term Disability – 10 years after return to work, retirement or death.
<b>Insurance Policies (Expired)</b>	3 years if a Claims-Made policy; permanently, if it is an Occurrence policy.
<b>Internal Audit Reports</b>	5 years or until resolved + 5 years
<b>Inventories of Products, Materials and Supplies</b>	Last two should be kept with the oldest being discarded as a new Inventory is taken
<b>Bulletins</b>	3 years on a rotating basis through the Lectionary years.
<b>Documents to be Kept Permanently</b>	
<b>Parish Register</b>	An electronic file may be maintained, but the actual Parish Register book (which must be maintained in written form as well) and all preceding books must be kept in a fire-proof, secured safe or similar structure.
<b>Congregation's Charter</b>	
<b>Constitution and Bylaws of the Congregation</b>	
<b>Minutes from Congregation Council meetings and Congregational meetings</b>	Hard copy stored in notebooks and kept in the pastor's office and an electronic copy kept in the safe.
<b>IRS Determination Letter Granting the Congregation 501(C)3 Status</b>	This document is given by the ELCA under their blanket coverage. It is public disclosure document and should be kept in the safe of the congregation.
<b>Any Tax Exempt Documents</b>	Copies kept in the safe and other files in the secretary's office.
<b>Any Deeds to the property of the congregation</b>	To be kept in the safe of the congregation.

**Approved by Congregation Council on May 15, 2012**