

## 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  
Archives of the Episcopal Church  
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| Record  | Description   | Retention            | Disposition  | Office of Record   | Retention Citation  |
|---|---|----------------------|--|--|---|
| <b>General Schedules: Records Found Across Departments</b>                |   |                      |  |  |   |
| <b>General Schedule: Administrative Records</b>                           |   |                      |  |  |   |
| <b>Administrative Files, Executives and Department Heads</b>              | 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 |
| <b>Calendars and Schedules, Executive Officers</b>                        | 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  |
| <b>Committee and Commission Working Files -- Staff and Liaison Copies</b> | 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                |
|--|---|----------------------|--|------------------|-----------------------------------|
| <b>General Schedule: Administrative Records</b>                          |   |                      |  |                  |                                   |
| <b>Contact Lists and Profiles, Episcopal Church Members</b>              | 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     |
| <b>Contact Lists, Extended Professional Associations</b>                 | 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                   |
| <b>Correspondence, Chronological (Chron) Files and Convenience Files</b> | 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                  |
| <b>Correspondence, Courtesy</b>  | 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 |
| <b>Departmental Guidelines and Procedural Manuals</b>                    | 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               |
| <b>Diocesan and Provincial Program Files</b>                             | 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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|---|--|--|---|--------------------|----------------------------------|
| <b>General Schedule: Administrative Records</b>   |  |  |   |                    |                                  |
| <b>Email Broadcast List Service -- Subscriber's Copy</b>  | Email received routinely by a list service not owned by the DFMS.  | Temporary.                                     | Destroy after use ceases.   | All Departments    | 1.3.21                           |
| <b>Email, Broadcast List Services -- Sponsored, Administered or Owned by the DFMS or the General Convention</b> | 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    |
| <b>Email, Courtesy Messages</b>   | 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 |
| <b>Email, Substantive: Content and Attachments</b>  | 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   |
| <b>Equipment Purchases</b>  | 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                      |

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|--|--|---|---|------------------|------------------------------|
| <b>General Schedule: Administrative Records</b>  |  |   |   |                  |                              |
| <b>Event Files -- Meeting and Conference Arrangements</b>                                | 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      |
| <b>Events Files, Non-essential Business</b>  | 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                       |
| <b>Events Files -- Program Planning and Outcomes</b>                                     | 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                    |
| <b>Executive Council Minutes , Resolutions, and Attachments; Office Reference Copies</b> | 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 |
| <b>Inter-office Circulars, In-house Memos, and Transmittals</b>                          | 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                       |
| <b>Issues Files</b>  | 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                          |
| <b>Mailing Lists</b>   | 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            |
|--|--|--|--|------------------|-------------------------------|
| <b>General Schedule: Administrative Records</b>            |  |  |  |                  |                               |
| <b>Manuals for Computer Software</b>                       | 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                        |
| <b>Manuals for Office Equipment</b>                        | 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;                  |
| <b>Manuals, Operational Guides and In-house Procedures</b> | Internally created documentation of procedures for internal operations.  | Permanent.                                     | Send to Archives after superseded.   | All Departments  | 1.1; 1.3.10; 1.3.11           |
| <b>Meeting Minutes and Files</b>                           | 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      |
| <b>Organizations Files -- Non-TEC Related</b>              | 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                        |
| <b>Organizations Files -- TEC, Anglican and Ecumenical</b> | 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                  |
| <b>Policies and Procedural Manuals</b>                     | 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 |
| <b>Project Files, Operational</b>                          | 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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|---|---|----------------------|--|------------------|---|
| <b>General Schedule: Administrative Records</b> |   |                      |  |                  |   |
| <b>Project Files, Program Development</b>       | 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   |
| <b>Project Files, Special</b>                   | 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   |
| <b>Publications, Episcopal Church Entities</b>  | 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;<br>5.1.6; 5.2.2.2;<br>5.2.2.3; 5.2.18;<br>5.2.19.3 |
| <b>Reports, Departmental or Office</b>          | 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   |
| <b>Resource Files</b>                           | 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   |
| <b>Subject Files</b>                            | 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;<br>5.4                                       |
| <b>Surveys</b>                                  | 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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|--|--|--|--|------------------|------------------------|
| <b>General Schedule: Administrative Records</b>    |  |  |  |                  |                        |
| <b>Travel and Arrangements Files</b>               | 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                 |
| <b>Vendor and Supplier Catalogs</b>                | Promotional and sales materials.   | Temporary.                                 | Destroy after use ceases. Review and remove outdated material regularly.   | All Departments  | 1.3.24                 |
| <b>Vendor Files, Major Contracts and Purchases</b> | 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                  |
| <b>Working Papers and Notes</b>                    | 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                  |
| <b>General Schedule: Databases</b>                 |  |  |  |                  |                        |
| <b>Event Databases and Datasets</b>                | 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  |
|--|--|-----------------------|---|------------------|---|
| <b>General Schedule: Databases</b>                         |  |                       |   |                  |   |
| <b>Membership Databases and Datasets</b>                   | 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  |
| <b>Ministry Service, Databases, Non-deployment Related</b> | 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  |
| <b>Personnel Databases and Datasets</b>                    | 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 |
|---|--|------------------------|--|------------------|--------------------|
| <b>General Schedule: Financial Records</b>                                    |  |                        |  |                  |                    |
| <b>Accounts Payable, Departmental Copy</b>                                    | 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             |
| <b>Annual Financial Statements and Audit Reports, DFMS, Departmental Copy</b> | Copies of financial statements and audit reports kept for office reference.  | Temporary.             | Destroy after use ceases.  | All Departments  | 1.3.25             |
| <b>Budget Statements, Office Reference Copies</b>                             | Annual and triennial office copies and drafts.   | Temporary. CY+3 years. | Destroy.   | All Departments  | 1.3.25             |
| <b>Budgets -- Triennial, Departmental Submissions</b>                         | 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              |
| <b>Check Requisitions, Departmental Copy</b>                                  | 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             |
| <b>Financial Statements -- Monthly Expense Sheets, Departmental Copy</b>      | Statement of expenses incurred for departments retained for budget planning and reference.   | Temporary.             | Destroy after use ceases   | All Departments  | 1.3.2              |
| <b>Journal Entries, Departmental Copy</b>                                     | 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             |
| <b>Travel Expense Reports, Departmental Copy</b>                              | 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                             |
|---|---|--|--|------------------|--|
| <b>General Schedule: Grants Administration</b>              |   |  |  |                  |  |
| <b>Applications by DFMS for Outside Grants, Declined</b>    | 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                         |
| <b>Grants and Scholarships, Committee or Decision Files</b> | 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 |
| <b>Grants Awarded Lists</b>                                 | 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                    |
| <b>Grants Files, Awarded</b>                                | 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                 |
| <b>Grants Files, Declined</b>                               | 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                 |
| <b>Outside Grants to DFMS, Awarded</b>                      | 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                    |
| <b>Scholarships Awarded</b>                                 | 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                |

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|--|--|---|---|------------------|---------------------------------|
| <b>General Schedule: Grants Administration</b>         |  |   |   |                  |                                 |
| <b>Scholarships Declined</b>                           | 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 |
| <b>General Schedule: Personnel Supervision</b>         |  |   |   |                  |                                 |
| <b>Attendance and Leave Records, Departmental Copy</b> | 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                      |
| <b>Staff Supervision Files</b>                         | 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                     |
| <b>Time Sheets, Departmental Copy</b>                  | 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                          |
| <b>General Schedule: Publications and Media</b>        |  |   |   |                  |                                 |
| <b>Audio Visual Records</b>                            | 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   |
| <b>Diocesan Publications</b>                           | 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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|---|--|--|---|------------------|--------------------------------------|
| <b>General Schedule: Publications and Media</b> |  |  |   |                  |                                      |
| <b>Images and Photographs, Documentary</b>      | 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        |
| <b>Images and Photographs, Minor Events</b>     | 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        |
| <b>Publications, All DFMS Departments</b>       | 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           |
| <b>Publications, External Sources</b>           | 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                                  |
| <b>Websites, DFMS and General Convention</b>    | 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  |
|--|---|------------------------|---|------------------|---------------------|
| <b>Specific Retention Schedule: Archives and Records</b> |   |                        |   |                  |                     |
| <b>Accession Registers</b>                               | 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 |
| <b>Acts of Convention</b>                                | 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 |
| <b>Audit Files on Archival Holdings and Operations</b>   | 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                |
| <b>Catalog</b>   | 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               |
| <b>Client Research Contact Sheets</b>                    | 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       |
| <b>Copyright and Application Forms</b>                   | 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                |
| <b>Destruction Registers</b>                             | 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  |
|--|---|----------------------|---|------------------|---------------------|
| <b>Specific Retention Schedule: Archives and Records</b> |   |                      |   |                  |                     |
| <b>Holdings Control Files</b>                            | 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        |
| <b>Inventories and Finding Aids</b>                      | 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        |
| <b>Reports to General Convention</b>                     | 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 |
| <b>Research Dossiers</b>                                 | 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          |
| <b>Research Log</b>                                      | 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                |
| <b>Resolves of Council</b>                               | 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 |

| Record   | Description  | Retention   | Disposition   | Office of Record    | Retention Citation       |
|--|--|---|---|---------------------|--------------------------|
| <b>Specific Retention Schedule: Archives and Records</b> |  |   |   |                     |                          |
| <b>Retention Schedules</b>                               | 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                    |
| <b>Retrieval Call Record</b>                             | 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              |
| <b>Statistical Reports on Holdings and Use</b>           | 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             |
| <b>Systems Administration Documentation -- Austin</b>    | 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               |
| <b>Specific Retention Schedule: Building Management</b>  |  |   |   |                     |                          |
| <b>Capital Improvement Projects Files</b>                | 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         |
| <b>Drawings and Plans</b>                                | 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          |
|--|---|---|--|---------------------|-----------------------------|
| <b>Specific Retention Schedule: Building Management</b>    |   |   |  |                     |                             |
| <b>Emergency Preparedness Plans</b>                        | 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 |
| <b>Emergency Safety Drill Logs</b>                         | Record of fire and emergency evacuation drills.   | Temporary. CY+3 years.  | Destroy.   | Building Management | 3.1.1; 3.1.2; 3.1.3         |
| <b>Employee Building Access Logs</b>                       | 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                       |
| <b>Environmental Monitoring Inspections</b>                | 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       |
| <b>Equipment and Environmental Maintenance Inspections</b> | 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                |
| <b>Hazardous Material Handling Rosters</b>                 | 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                   |
| <b>Hazardous Material Removal and Abatement Files</b>      | 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            |
|--|--|---|--|-------------------------|-------------------------------|
| <b>Specific Retention Schedule: Building Management</b>              |  |   |  |                         |                               |
| <b>Major Repairs Files</b>   | 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               |
| <b>Materials Safety Data Sheets</b>                                  | 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                     |
| <b>Minor Repair and Maintenance Files</b>                            | 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        |
| <b>Property Inventory and Disposition Records</b>                    | 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                           |
| <b>Visitor Building Access Logs</b>                                  | 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                        |
| <b>Specific Retention Schedule: Corporate Administration</b>         |  |   |  |                         |                               |
| <b>Budget of The Episcopal Church, Pre-Convention Planning Files</b> | 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 |
| <b>ECC Management and Staff Meetings</b>                             | 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               |
|---|---|----------------------|--|-------------------------|----------------------------------|
| <b>Specific Retention Schedule: Corporate Administration</b>    |   |                      |  |                         |                                  |
| <b>ECC Projects and Special Initiatives, COO</b>                | 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        |
| <b>Specific Retention Schedule: Development and Fundraising</b> |   |                      |  |                         |                                  |
| <b>Donor Databases</b>  | 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 |
| <b>Donor Gift Records</b>                                       | 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      |
|---|--|---|---|-----------------------|-------------------------|
| <b>Specific Retention Schedule: Development and Fundraising</b>                         |  |   |   |                       |                         |
| <b>Donor Prospect Lists, Minor Gift Records</b>   | 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         |
| <b>Donor Prospects, Major Gifts and Special Campaign Files</b>                          | 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  |
| <b>Specific Retention Schedule: Ecumenical / Interfaith</b>                             |  |   |   |                       |                         |
| <b>Anglican Communion Bodies, Councils and Institutions, Ecumenical Relations Files</b> | 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 |
| <b>Anglican Communion Interfaith Networks, Ecumenical Relations Files</b>               | 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      |
|---|---|------------|------------------------------------|-----------------------|-------------------------|
| <b>Specific Retention Schedule: Ecumenical / Interfaith</b>                               |   |            |                                    |                       |                         |
| <b>Churches in Full Communion with the Anglican Communion, Ecumenical Relations Files</b> | 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 |
| <b>Churches in Full Communion with The Episcopal Church, Ecumenical Relations Files</b>   | 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 |
| <b>Ecumenical and Interreligious Agencies (not Episcopal/Anglican)</b>                    | 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                            |
|--|---|------------------------|--|--------------------------------|---|
| <b>Specific Retention Schedule: Ecumenical / Interfaith</b>        |   |                        |  |                                |   |
| <b>Ecumenical Consultations and Dialogs</b>                        | 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  |
| <b>Interreligious Dialogs</b>                                      | 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                       |
| <b>Specific Retention Schedule: Episcopal Migration Ministries</b> |   |                        |  |                                |   |
| <b>Affiliate Monitoring Reports (Inspectional Visits)</b>          | 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              |
| <b>Affiliate Office Resettlement Case Files</b>                    | 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 |
| <b>Annual Program Report, EMM statutory</b>                        | 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                              |
| <b>EMM Diocesan Placement and Partnership Files</b>                | 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   |
|--|---|--|---|---|--|
| <b>Specific Retention Schedule: Episcopal Migration Ministries</b>     |   |  |   |   |  |
| <b>Federal Refugee Settlement Grants, Awarded</b>                      | 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 |
| <b>Immigration Files</b>   | 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   |
| <b>Operational Manuals on Federal Grants and Resettlement Agencies</b> | 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  |
| <b>Program Administration Files -- EMM</b>                             | 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  |
| <b>Quarterly Affiliate Federal Reports</b>                             | 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   |
| <b>Refugee Case Files, Accepted and Settled</b>                        | 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  |
|--|--|--|--|--|---|
| <b>Specific Retention Schedule: Episcopal Migration Ministries</b> |  |  |  |  |   |
| <b>Refugee Case Records, Electronic Data</b>                       | 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                           |
| <b>Resettlement and Placement Grants, Not Awarded</b>              | Submission, denial of grant with feedback report.  | Temporary. CY+2 years after denial of grant. | Destroy.   | Episcopal Migration Ministries Accounting Office | 1.4.2   |
| <b>Travel Loans</b>  | 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                                      |
| <b>Specific Retention Schedule: Finance—Administration</b>         |  |  |  |  |   |
| <b>Annual Financial Statements and Audit Reports</b>               | 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 |
| <b>Audit Confirmations</b>   | 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   |
| <b>Audit Work Papers</b>   | 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                            |
|--|---|-------------------------|--|------------------------|---|
| <b>Specific Retention Schedule: Finance—Administration</b>                 |   |                         |  |                        |   |
| <b>Budget of The Episcopal Church Files, the General Convention Budget</b> | 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                  |
| <b>Budget of The Episcopal Church, Pre-Convention Planning Files</b>       | 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                 |
| <b>Diocesan Audits and Annual Financial Statements</b>                     | 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           |
| <b>Diocesan Funding Commitments</b>  | 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                                      |
| <b>Grants Payments and Releases -- Correspondence and Transmittals</b>     | 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            |
|--|--|------------------------|---|------------------------|-------------------------------|
| <b>Specific Retention Schedule: Finance—Administration</b> |  |                        |   |                        |                               |
| <b>Operational Audits, Overseas Dioceses</b>               | 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         |
| <b>Travel Administration</b>                               | 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          |
| <b>Specific Retention Schedule: Finance—Accounting</b>     |  |                        |   |                        |                               |
| <b>Bank Reconciliations</b>                                | 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   |
| <b>Bank Statements</b>                                     | 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   |
| <b>Cash Letters</b>  | 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 |
| <b>Check Register -- Reference Copies</b>                  | 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         |
| <b>Check Registers</b>                                     | 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                            |
|--|---|------------------------|--|------------------|---|
| <b>Specific Retention Schedule: Finance—Accounting</b>                             |   |                        |  |                  |   |
| <b>Check Requisitions</b>  | 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                 |
| <b>Daily Cash Balance and Bank Transaction Reports</b>                             | 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                   |
| <b>Daily Deposits</b>  | 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                 |
| <b>General Ledger, Annual Spreadsheet Report from Accounting Software Database</b> | 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      |
| <b>General Ledger -- Electronic Database</b>                                       | 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 |
| <b>Inter-company Cash Receipts</b>   | 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                 |
| <b>Journal Entries</b>   | 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                  |
|--|--|-----------------------------------|---|--------------------------------------|-------------------------------------|
| <b>Specific Retention Schedule: Finance—Accounting</b> |  |                                   |   |                                      |                                     |
| <b>Paid Invoices</b>                                   | 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 |
| <b>Paid Invoices -- Capital Building</b>               | 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                 |
| <b>Paid Invoices -- Capital Equipment</b>              | 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                 |
| <b>Statements of Operation, Monthly</b>                | 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            |
| <b>Trial Balances</b>                                  | 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                |
| <b>Wire Transfers</b>                                  | 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           |
|--|--|---|---|------------------|------------------------------|
| <b>Specific Retention Schedule: Finance—Asset Management</b> |  |   |   |                  |                              |
| <b>Fiduciary Account Files</b>                               | 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       |
| <b>Gift Annuity Files</b>                                    | 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 |
| <b>Gifts, Miscellaneous</b>                                  | 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           |
| <b>Investment Tax Returns</b>                                | 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                    |
| <b>M-1 Investment Reports</b>                                | 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  |
| <b>Pooled Income Fund, Beneficiary Files</b>                 | 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           |
|--|---|------------------------|---|------------------|------------------------------|
| <b>Specific Retention Schedule: Finance—Asset Management</b> |   |                        |   |                  |                              |
| <b>Pooled Income Fund, Contract and Custodial Agreements</b> | 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 |
| <b>Portfolio Investment Statements</b>                       | 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  |
| <b>Programmatic Investments</b>                              | 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                    |
| <b>Quarterly Distribution Reports, All Trust Funds</b>       | 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  |
| <b>Stock Gifts -- Donor Gift Files</b>                       | 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     |
| <b>Trust Fund Files, Outside Trusts</b>                      | 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   |
|--|---|------------------------|---|------------------|--|
| <b>Specific Retention Schedule: Finance—Asset Management</b> |   |                        |   |                  |  |
| <b>Trust Funds and Bequests Files</b>                        | 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  |
| <b>Trust Funds, Annual Report</b>                            | 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   |
| <b>Trust Investment Income Statements</b>                    | 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   |
| <b>Unitrust Accounts Donor Files</b>                         | 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   |
| <b>Specific Retention Schedule: Finance—Payroll</b>          |   |                        |   |                  |  |
| <b>Employee Earnings Register</b>                            | 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  |
|--|--|------------------------|--|------------------|---|
| <b>Specific Retention Schedule: Finance—Payroll</b>                  |  |                        |  |                  |   |
| <b>Payroll Administration and Correspondence -- Missionary Files</b> | 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   |
| <b>Payroll Administration and Correspondence Consultant Files</b>    | 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   |
| <b>Payroll Administration and Correspondence Files</b>               | 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   |
| <b>Payroll Management System</b>                                     | 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                |
| <b>Payroll Registers Year-end Report</b>                             | 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 |
| <b>Payroll Registers, Biweekly, Monthly and Quarterly</b>            | 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   |
|--|--|------------------------|--|---|--|
| <b>Specific Retention Schedule: Finance—Payroll</b>                      |  |                        |  |   |  |
| <b>Payroll Tax Register</b>  | 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  |
| <b>Payroll Tax Statements</b>  | 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  |
| <b>Pension Supplement Files</b>  | 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   |
| <b>Time Sheets</b>   | 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  |
| <b>Specific Retention Schedule: General Convention Secretariat</b>       |  |                        |  |   |  |
| <b>Conflict of Interest and Sexual Misconduct Policy Acknowledgments</b> | 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   |
| <b>Constitution and Canons of The Episcopal Church</b>                   | 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                                 |
|--|--|--|---|---------------------------|--|
| <b>Specific Retention Schedule: General Convention Secretariat</b> |  |  |   |                           |  |
| <b>Diocesan Journals</b>   | 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    |
| <b>GC Arrangements</b>   | 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 |
| <b>GC Contracts and Agreements</b>                                 | 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  |
| <b>GC Design and Graphic Art</b>                                   | 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 |
| <b>GC Housing Registrations</b>                                    | 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   |
| <b>GC Housing Registrations</b>                                    | 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                                 |

DFMS Records Retention Schedule  
Archives of the Episcopal Church  
10/22/2015

| Record   | Description   | Retention              | Disposition  | Office of Record          | Retention Citation   |
|--|---|------------------------|--|---------------------------|--|
| <b>Specific Retention Schedule: General Convention Secretariat</b> |   |                        |  |                           |  |
| <b>GC Planning Records</b>   | 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                           |
| <b>GC Special Events</b>   | 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                           |
| <b>Journal of General Convention</b>                               | 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 |
| <b>Publication Editing Files</b>                                   | 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                           |
| <b>Publication Production Records</b>                              | 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  |
|--|--|----------------------|--|---------------------------|---|
| <b>Specific Retention Schedule: General Convention Secretariat</b> |  |                      |  |                           |   |
| <b>Publications, General Convention Entities</b>                   | 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 ; 5.2.11; 5.2.18; 5.2.19.3 |
| <b>Reports Occasional of Episcopal Church Bodies, Final</b>        | 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 |
| <b>Reports of Governing Bodies, Discussion and Working Drafts</b>  | 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 |
| <b>Reports to General Convention (the Blue Book)</b>               | 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 |
| <b>Summary of Actions</b>  | 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  |
|---|--|-----------------------|---|---------------------------|---|
| <b>Specific Retention Schedule: General Convention Secretariat</b>            |  |                       |   |                           |   |
| <b>Supplemental Liturgical Texts and Work Files</b>                           | 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 |
| <b>Trial Liturgies</b>  | 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 |
| <b>Whistleblower Case Files</b>   | 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   |
| <b>Specific Retention Schedule: General Convention Session Records</b>        |  |                       |   |                           |   |
| <b>Audio Session Recordings of the House of Deputies and House of Bishops</b> | 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                         |
| <b>Commission and Committee Working Files -- Members' Copy</b>                | 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   |
|--|--|------------|---|---------------------------|--|
| <b>Specific Retention Schedule: General Convention Session Records</b> |  |            |   |                           |  |
| <b>Committee Reports, Source Documents and Final Copy</b>              | 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  |
| <b>Daily Calendars, General Convention</b>                             | 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  |
| <b>Day Files of the Secretariats, GC</b>                               | 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                      |
| <b>Deputy Certifications and Roll Calls</b>                            | 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                       |
| <b>Directory of the General Convention</b>                             | 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  
Archives of the Episcopal Church  
10/22/2015

| Record   | Description   | Retention              | Disposition   | Office of Record          | Retention Citation   |
|--|---|------------------------|---|---------------------------|--|
| <b>Specific Retention Schedule: General Convention Session Records</b>         |   |                        |   |                           |  |
| <b>Draft Narrative Minutes of the House of Deputies and House of Bishops</b>   | 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   |
| <b>Extranet Documents, Files, and Metadata; Governing Bodies</b>               | 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 |
| <b>Floor Amendments</b>  | 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                                   |
| <b>General Convention Accounts Payable and Reimbursements -- Office Copies</b> | 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  |
|--|---|------------------------------|---|---------------------------|---|
| <b>Specific Retention Schedule: General Convention Session Records</b> |   |                              |   |                           |   |
| <b>General Convention Registrations</b>                                | 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                            |
| <b>Hearings Attendance Sheets, GC Legislative Committees</b>           | 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                  |
| <b>House of Bishops, Roll Calls and Rosters</b>                        | 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           |
| <b>Legislation, Final</b>  | 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 |
| <b>Legislation, Messages</b>   | 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   |
|--|---|----------------------|--|---------------------------|--|
| <b>Specific Retention Schedule: General Convention Session Records</b> |   |                      |  |                           |  |
| <b>Legislation, Proposed</b>   | 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 |
| <b>Legislative Committee Assignments</b>                               | 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  |
| <b>Legislative Processing System Data Records</b>                      | 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                              |
| <b>Message Secretary's Notebook (HB)</b>                               | 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  |
|--|---|------------|---|---------------------------|---|
| <b>Specific Retention Schedule: General Convention Session Records</b>             |   |            |   |                           |   |
| <b>Minutes and Docket of Meetings, Governing Bodies -- Central Copy</b>            | 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 |
| <b>Minutes of the (Cognate) Legislative Committees of General Convention</b>       | 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   |
| <b>Minutes of the House of Deputies and House of Bishops, Certified Final Copy</b> | 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   |
| <b>Platform Minutes of the House of Deputies and House of Bishops</b>              | 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  |
|--|---|------------------------|--|---------------------------|---|
| <b>Specific Retention Schedule: General Convention Session Records</b> |   |                        |  |                           |   |
| <b>Resolution Master Files</b>   | 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                     |
| <b>Resolution Tracking Flowchart</b>                                   | 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                            |
| <b>Status Reports</b>  | Reports supporting the legislative session including Resolution Status Reports, Committee Status Reports and Register of Memorials.<br>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                     |
| <b>Votes by Ballot</b>   | 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 |
| <b>Votes by Order</b>  | 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   |
|---|--|------------|--|---|--|
| <b>Specific Retention Schedule: General Convention Session Records</b>                              |  |            |  |   |  |
| <b>Web and Social Media Communication of Governing Bodies</b>                                       | 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                       |
| <b>Specific Retention Schedule: General Convention House of Bishops</b>                             |  |            |  |   |  |
| <b>HB Committee Records</b>   | 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 |
| <b>House of Bishops, Secretary's Files</b>  | 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           |
| <b>Specific Retention Schedule: General Convention House of Deputies and President of the House</b> |  |            |  |   |  |
| <b>Addresses and Sermons, President of the House of Deputies</b>                                    | 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  |
| <b>Appointments to Governing Bodies, President of the House of Deputies</b>                         | 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  |
| <b>Council of Advice to the President</b>   | 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   |

| Record  | Description   | Retention  | Disposition  | Office of Record                      | Retention Citation         |
|---|---|------------|--|---------------------------------------|----------------------------|
| <b>Specific Retention Schedule: General Convention House of Deputies and President of the House</b> |   |            |  |                                       |                            |
| <b>Electronic Lists, Announcements, and Forums -- House of Deputies</b>                             | 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     |
| <b>HD Committee Records</b>   | 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 |
| <b>Official Correspondence of the President of the House of Deputies</b>                            | 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            |
| <b>Specific Retention Schedule: General Convention Registrar</b>                                    |   |            |  |                                       |                            |
| <b>Letters of Ordination and Consecration to the Episcopate</b>                                     | 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                    |
|--|--|------------|--|---------------------------------------|---------------------------------------|
| <b>Specific Retention Schedule: General Convention Registrar</b>           |  |            |  |                                       |                                       |
| <b>Ordination and Consecration Central File</b>                            | 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 |
| <b>Specific Retention Schedule: General Convention State of the Church</b> |  |            |  |                                       |                                       |
| <b>Annual Report on the State of the Church</b>                            | 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      |
| <b>Parochial and Diocesan Reporting -- Data Control Files</b>              | 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                 |
| <b>Parochial and Diocesan Reports -- Data Filings</b>                      | 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                          |
|--|--|---|--|---|---|
| <b>Specific Retention Schedule: General Convention State of the Church</b> |  |   |  |   |   |
| <b>Statistical Reports on Church Membership and Congregational Status</b>  | 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                      |
| <b>Specific Retention Schedule: Legal</b>                                  |  |   |  |   |   |
| <b>Articles of Incorporation</b>   | 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 |
| <b>By-Laws</b>   | 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               |
| <b>Charters</b>  | 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                         |
| <b>Contracts -- Liability Insurance</b>                                    | 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                 |
| <b>Contracts -- Pension Plans</b>  | No information available.  | Indefinite retention.   | Send to Archives after superseded.   | Finance Administration                      | 1.11; 2.43                                  |
| <b>Contracts for Major Repairs and Alterations</b>                         | 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  |
|--|---|--|--|-------------------------|---|
| <b>Specific Retention Schedule: Legal</b>                |   |  |  |                         |   |
| <b>Contracts for Minor Repairs and Maintenance</b>       | 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  |
| <b>Contracts, Service -- Finance Office Payment Copy</b> | 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   |
| <b>Copyrights and Permissions</b>                        | 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   |
| <b>Property Files</b>                                    | 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   |
| <b>Tax Exempt Certificates</b>                           | IRS & Franchise Tax Board Exemption status letters and applications.  | <b>Permanent.</b>                                    | Send original certificate to Archives; send other source documents after administrative use ceases.                | In-House Counsel Office | 1.8; 5.4  |
| <b>Trademark Registrations</b>                           | 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;   |
| <b>Specific Retention Schedule: Missionary Service</b>   |   |  |  |                         |   |
| <b>Health Insurance Claim Files</b>                      | 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  |
|--|---|------------------------|--|---|---|
| <b>Specific Retention Schedule: Missionary Service</b> |   |                        |  |   |   |
| <b>Mission Field Opportunities Files</b>               | Correspondence received from dioceses and parishes requesting appointment of missionaries.  | Permanent.             | Send to Archives after CY+5 years.   | Mission Personnel                         | This requires a survey  |
| <b>Missionaries, Communications File</b>               | 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;   |
| <b>Missionaries, Declined Applicants</b>               | 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. |
| <b>Missionary Databases</b>                            | 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.                       |
| <b>Missionary Personnel, DFMS</b>                      | 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.                                   |

DFMS Records Retention Schedule  
Archives of the Episcopal Church  
10/22/2015

| Record   | Description   | Retention   | Disposition  | Office of Record       | Retention Citation  |
|--|---|---|--|------------------------|---|
| <b>Specific Retention Schedule: Personnel Management</b> |   |   |  |                        |   |
| <b>Recruitment and Search Files</b>                      | 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   |
| <b>Applicant Files -- Unsuccessful</b>                   | 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   |
| <b>Personnel Files, DFMS Employees</b>                   | 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   |
|--|---|---|--|---|--|
| <b>Specific Retention Schedule: Personnel Management</b> |   |   |  |   |  |
| <b>Missionary Personnel, DFMS</b>                        | 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                           |
| <b>Applications for Employment, Hiring Files</b>         | 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 |
| <b>Employee Service Records</b>                          | 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                         |
|--|---|--|--|------------------------|--|
| <b>Specific Retention Schedule: Personnel Management</b> |   |  |  |                        |  |
| <b>EEO Self-Identification Data Forms</b>                | 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 |
| <b>I-9 Forms</b>   | 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                            |
| <b>Pay Rate and Payday Notice</b>                        | 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  |
| <b>DFMS Policy -- Employee Acknowledgments</b>           | 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                                      |
| <b>Emergency Contact Data Sheets</b>                     | 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  |
|--|--|--|---|------------------------|---|
| <b>Specific Retention Schedule: Personnel Management</b> |  |  |   |                        |   |
| <b>Performance Reviews</b>                               | 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   |
| <b>Special Leave Records</b>                             | 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  |
| <b>Employment Separation Records</b>                     | 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 |
| <b>Personnel File Access Logs</b>                        | 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   |
| <b>Disciplinary Case Files</b>                           | 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   |
|--|--|--|--|------------------------|--|
| <b>Specific Retention Schedule: Personnel Management</b> |  |  |  |                        |  |
| <b>Employees, Contracted</b>                             | 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 |
| <b>Employees, Temporary Hire Files</b>                   | 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                    |
| <b>Consultants Files, Independent Contractors</b>        | 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   |
| <b>Medical Insurance Enrollment Forms</b>                | 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  |
| <b>Life Insurance Enrollment Forms</b>                   | 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  |
|--|--|--|---|------------------------|---|
| <b>Specific Retention Schedule: Personnel Management</b> |  |  |   |                        |   |
| <b>Retirement Plan Enrollment Forms</b>                  | 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   |
| <b>NYC TransitChek Commuter Program Forms</b>            | 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   |
| <b>Continuing Education and Training Records</b>         | 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   |
| <b>Medical Benefits Files</b>                            | 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 |
| <b>Continuing Pension and Medical Support Agreements</b> | 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               |
|--|---|---|--|------------------------|----------------------------------|
| <b>Specific Retention Schedule: Personnel Management</b> |   |   |  |                        |                                  |
| <b>Disability Claims and Case Files</b>                  | 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    |
| <b>Doctor's Reports</b>                                  | 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                 |
| <b>FSA Enrollments</b>                                   | 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 |
| <b>Injury Incident Reports</b>                           | 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                       |
| <b>Inoculation Forms</b>                                 | 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                         |
|--|--|---|--|------------------------|--|
| <b>Specific Retention Schedule: Personnel Management</b> |  |   |  |                        |  |
| <b>Medical Leave Requests</b>                            | 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                                       |
| <b>Worker Compensation Claims</b>                        | 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                                 |
| <b>Life Insurance Plans</b>                              | 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 |
| <b>Medical Coverage Plans</b>                            | 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 |
| <b>Retirement and Pension Plans</b>                      | 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 |
| <b>Invoices, Employee Insurance Coverage</b>             | 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  |
|--|---|---|--|------------------------|---|
| <b>Specific Retention Schedule: Personnel Management</b>     |   |   |  |                        |   |
| <b>Pension Custodial Accounts, Reports on Employee Funds</b> | 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  |
| <b>Clergy Retirement Assessment</b>                          | 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  |
| <b>Employee Education and Training Files</b>                 | 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   |
| <b>Human Resources Policy Guide and Handbook</b>             | 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  |
| <b>EEO and Affirmative Action Records</b>                    | 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 |
| <b>DFMS Job Description Files</b>                            | 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                          |
|---|--|------------------------|---|---------------------------|---|
| <b>Specific Retention Schedule: Personnel Management</b>                                      |  |                        |   |                           |   |
| <b>Employees, Agency Hire Files</b>   | 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                                  |
| <b>Employee Orientation Files</b>   | Includes information on the DFMS and The Episcopal Church.   |                        | Requires appraisal.                                     | Human Resources Office    |   |
| <b>Resumes and Applications for Employment, Unsolicited</b>                                   | 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  |
| <b>Benefits Administration Data Worksheets</b>  | Spreadsheets created to analyze and summarize DFMS benefits payments.  |                        | Requires appraisal.                                     | Human Resources Office    |   |
| <b>Specific Retention Schedule: Presiding Bishop—Pastoral Ministry</b>                        |  |                        |   |                           |   |
| <b>Addresses and Sermons, Presiding Bishop</b>  | 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                    |
| <b>Anglican Communion, Provinces and Related Bodies, Presiding Bishop Communications File</b> | 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                        |
| <b>Appointments to Governing Bodies, Presiding Bishop</b>                                     | 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  |
|--|---|------------------------|--|---------------------------|---|
| <b>Specific Retention Schedule: Presiding Bishop—Pastoral Ministry</b>                             |   |                        |  |                           |   |
| <b>Bishops Files</b>   | 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 |
| <b>Case Files of the Presiding Bishop's Office</b>   | 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  |
| <b>Churches in Full Communion with the Episcopal Church, Presiding Bishop Communications Files</b> | 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  |
| <b>Council of Advice to the Presiding Bishop</b>   | 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   |
| <b>DFMS Correspondence Files of the Presiding Bishop</b>   | 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  |
| <b>Events and Invitations of the Presiding Bishop, Regrets</b>                                     | 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  |
| <b>Events Files of the Presiding Bishop</b>  | 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   |
|--|--|------------------------|---|---------------------------|--|
| <b>Specific Retention Schedule: Presiding Bishop—Pastoral Ministry</b> |  |                        |   |                           |  |
| <b>Necrology and Obituaries</b>  | 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   |
| <b>Official Gifts to the Presiding Bishop</b>                          | Materials received as gifts to the Episcopal Church.   | Selective retention.   | Review triennially for transfer to Archives.            | Presiding Bishop's Office | 5.2.18   |
| <b>Pastoral Letters</b>  | Messages to The Episcopal Church.  | Permanent.             | Send to Archives after CY+5 years.                      | Presiding Bishop's Office | 5.2.12.4   |
| <b>Prayer Lists</b>  | 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  |
| <b>Primates Files</b>  | 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;<br>5.2.12.2; 5.2.23  |
| <b>Publications Received and Publicity re. Presiding Bishop</b>        | 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  |
| <b>Writings, Presiding Bishop</b>                                      | 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   |
| <b>Specific Retention Schedule: Presiding Bishop—Chaplains</b>         |  |                        |   |                           |  |
| <b>Chaplain Candidates, Unsuccessful</b>                               | 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;<br>5.2.29; See also<br>Personnel<br>Management:<br>Applicants Files -<br>Unsuccessful. |

| Record   | Description   | Retention  | Disposition  | Office of Record   | Retention Citation  |
|--|---|------------|--|--------------------|---|
| <b>Specific Retention Schedule: Presiding Bishop—Chaplains</b> |   |            |  |                    |   |
| <b>Chaplains Endorsements (Federal)</b>                        | 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               |
| <b>Chaplains Federal Database Record</b>                       | 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. |
| <b>Chaplains Roll-Call Data</b>                                | 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. |
| <b>Chaplains Semi-Annual Reports</b>                           | 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  |
|---|--|-----------------------|---|---------------------------|---|
| <b>Specific Retention Schedule: Presiding Bishop—Chaplains</b>            |  |                       |   |                           |   |
| <b>Chaplains Service Records (Federal)</b>                                | 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 |
| <b>Diocesan Chaplains Files, TEC Endorsed</b>                             | 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  |
| <b>Pastoral Communication, Chaplains</b>                                  | 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  |
| <b>Sacramental Records, Federal Chaplains</b>                             | 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  |
| <b>Specific Retention Schedule: Presiding Bishop—Pastoral Development</b> |  |                       |   |                           |   |
| <b>Bishops Files -- Pastoral Oversight Files</b>                          | 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  |
|---|--|-----------------------|--|-----------------------|---|
| <b>Specific Retention Schedule: Presiding Bishop—Pastoral Development</b> |  |                       |  |                       |   |
|   |  |                       |  |                       | 5.7.1; 5.7.2  |
| <b>Specific Retention Schedule: United Thank Offering</b>                 |  |                       |  |                       |   |
| <b>UTO Administrative and Program Files</b>                               | 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   |
| <b>UTO Grants Database</b>  | 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                                      |
| <b>Special Schedules</b>  |  |                       |  |                       |   |
| <b>Bible and Common Prayer Book Society</b>                               | 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   |
| <b>Clergy Transition Database</b>   | 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                       |
|--|---|------------|--|------------------|--|
| <b>Special Schedules</b>                                   |   |            |  |                  |  |
| <b>Conscientious Objectors, Individual Registrations</b>   | 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  |
| <b>Conscientious Objectors, Register</b>                   | 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  |
| <b>Conscientious Objector Publications</b>                 | 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 |
| <b>Church Periodical Club</b>                              | 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                          |
| <b>Colleges and Universities of the Anglican Communion</b> | 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                          |
| <b>Episcopal Church Foundation</b>                         | 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                          |
| <b>Episcopal Church Foundation</b>                         | 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 |
|--|---|------------|---|-----------------------------|--------------------|
| <b>Special Schedules</b>                                     |   |            |   |                             |                    |
| <b>Episcopal Church in Europe</b>                            | 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    |
| <b>Episcopal Relief and Development</b>                      | 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          |
| <b>Recorder's Register of Clergy of The Episcopal Church</b> | 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              |
| <b>Departments/Areas Not Covered by Retention Schedules</b>  |   |            |   |                             |                    |
| <b>Communications</b>  |   |            |   |                             |                    |
| <b>EMM Field Office</b>                                      | Minimum legal entry made based on past deposits   |            |   |                             |                    |
| <b>IT</b>  |   |            |   |                             |                    |
| <b>Pastoral Development</b>                                  | Minimum legal entry made based on past deposits   |            |   |                             |                    |
| <b>Transition Ministries</b>                                 | Minimum legal entry made based on past deposits   |            |   |                             |                    |
| <b>Washington Field Office</b>                               |   |            |   |                             |                    |

**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. <a href="http://www.gcah.org/resources/guidelines-and-publications">http://www.gcah.org/resources/guidelines-and-publications</a> , 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.  |  |
| 1.12   | Records Management Advice for Synods of the Evangelical Lutheran Church in America: Records Retention Schedule for Synods of the Evangelical Lutheran Church in America, 2013. Office of the Secretary, Evangelical Lutheran Church in America.  |  |
| 1.13   | Registration and Basic Draft Information. National Interreligious Service Board for Conscientious Objectors. Center on Conscience and War.   |  |
| 1.14   | Regulations Part 516: Records To Be Kept By Employers, WH Publication 1261, 2011. U.S. Department of Labor Wage and Hour Division.   |  |
| 1.15.0 | Records Retention and Disposition Schedule MI-1, 2006. New York State Archives.  |  |
| 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.  |
| 1.17.   | Records Retention Schedule for Congregations of the Evangelical Lutheran Church in America. 2012. Office of the Secretary, Evangelical Lutheran Church in America. <a href="http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf">http://download.elca.org/ELCA%20Resource%20Repository/Congregation_Retention_Schedule.pdf</a> , accessed 02/07/2014. |
| 1.18.   | Retention Schedule DOS-A25, Department of State Records, Chapter 25: Population, Refugees, and Migration Records. United States Department of State.  |
| 1.19.   | Retention Schedule NI-64-87-1, NARA's Comprehensive Record Schedule, 1987. United States National Archives and Records Administration.  |

|                                      |  |
|--------------------------------------|--|
| 1.20.                                | Retention Schedule NI-64-00-2, Office of Presidential Libraries, 1999. United States National Archives and Records Administration.   |
| 1.21.                                | Retention Schedule NI-292-90-4, Department of Health and Human Services, Family Support Administration, Office of Refugee Resettlement Records, 1990. United States National Archives and Records Administration.  |
| 1.22.                                | Retention Schedule NI-566-08-17, Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS.) Electronic Document Management System. United States National Archives and Records Administration.  |
| 1.23.                                | Retention Schedule NC-174-198, Department of State Refugee and Migration Affairs Records, 1974. United States National Archives and Records Administration.  |
| 1.24.                                | Retention Schedule NCI-64-77-8 General Records Schedule 15, 1953. United States National Archives and Records Administration.  |
| 1.25.                                | Retention Schedule NC1-GRS-81-05, General Retention Schedule 13, 14, and 16, 1981. United States National Archives and Records Administration.   |
| 1.26.                                | Should I Register for the Draft? Advice to Conscientious Objectors Facing Selective Service Registration, 2002. National Interreligious Service Board for Conscientious  |
| 1.27.                                | Skupsky, Donald. Record Keeping Requirements. 3rd ed. Denver: Information Requirements Clearinghouse, 1991.  |
| 1.28.                                | Who is a Conscientious Objector? Draft Law, 2005. National Interreligious Service Board for Conscientious Objectors. Center on Conscience and War.   |
| <b>2.0 Federal Laws and Statutes</b> |  |
| 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.  |
| 2.8.                                 | 26 CFR 31.6001-1-5. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.9.                                 | 26 CFR 301.6501. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.10.                                | Davis-Bacon Act, 29 CFR 5.5(a)(3). Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.11.                                | Fair Labor Standards Act. 29 CFR 516. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.12.                                | Family Medical Leave Act of 1993, 29 CFR 825.500. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.13.                                | Americans with Disabilities Act, 29 CFR 1602. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.14.                                | Uniform Guidelines on Employee Selection Procedure, 29 CFR 1607. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.15.                                | Equal Pay Act, 29 CFR 1620.32. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.16.                                | Age Discrimination In Employment Act, 29 CFR 1627. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.17.                                | Americans with Disabilities Act, 29 CFR 1630.14(c)(1). Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.18.                                | Occupational Safety & Health Act of 1970, 29 CFR 1904. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.  |
| 2.19.                                | Occupational Safety & Health Act of 1970, 29 CFR 1910.1001, 1910.1020, 1926.1011. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.20.                                | Employee Retirement Income Security Act of 1974, 29 CFR 2520.104b-1. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.<br><a href="http://www.ecfr.gov">http://www.ecfr.gov</a> , accessed 10/20/2014. Must keep summary plan descriptions. Plans must be available to beneficiaries. Though length is not specified, |

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| 2.21. | Selective Service Act, 32 CFR 1636. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.                         |
| 2.22. | 36 CFR 1237.12. Electronic Code of Federal Regulations Government Printing Office Federal Digital System.  |
| 2.23. | 40 CFR 63.10. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.24. | Equal Opportunity Clause, 41 CFR 60.1.4(a). Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.                 |
| 2.25. | Internet Application Recordingkeeping Rule, 41 CFR 60.1.12. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System. |
| 2.26. | 41 CFR 60.300.80. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.27. | 41 CFR 60.741.44. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.28. | 41 CFR 60.741.80. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.29. | 45 CFR 92.42. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.   |
| 2.30. | Health Information Portability and Accountability Act, 45 CFR 164.   |
| 2.31. | 48 CFR 4, Subpart 4.8. Electronic Code of Federal Regulations, Government Printing Office Federal Digital System.                                      |
| 2.32. | Privacy Act of 1974. 5 USC 552a, 2013. Government Printing Office Federal Digital System.  |
| 2.33. | Immigration Reform and Control Act of 1990, 8 USC 1324a, 2013. Government Printing Office Federal Digital System.                                      |
| 2.34. | 17 USC 501-513, 2013. Government Printing Office Federal Digital System.   |
| 2.35. | 26 USC 127, 2013. Government Printing Office Federal Digital System.   |
| 2.36. | Federal Insurance Contribution Act, 26 USC 3101-26, 2013. Government Printing Office Federal Digital System.   |
| 2.37. | 26 USC 3402, 2013. Government Printing Office Federal Digital System.  |
| 2.38. | 26 USC 6039D, 2013. Government Printing Office Federal Digital System.   |
| 2.39. | 26 USC 7611, 2013. Government Printing Office Federal Digital System.  |
| 2.40. | 28 USC 1658, 2013. Government Printing Office Federal Digital System.  |
| 2.41. | 29 USC 211 ( c ), 2013. Government Printing Office Federal Digital System.   |
| 2.42. | Rehabilitation Act of 1973, 29 USC 793, 2013. Government Printing Office Federal Digital System.   |
| 2.43. | Employment Retirement Income Security Act, 29 USC 1021-31, 1059, 1113, 2013. Government Printing Office Federal Digital System.                        |
| 2.44. | Consolidated Omnibus Budget Reconciliation Act of 1985, 29 USC 1161-69, 2013. Government Printing Office Federal Digital System.                       |
| 2.45. | False Claims Act, 31 USC 3731(b), 2013. 2013. Government Printing Office Federal Digital System.   |
| 2.46. | Civil Rights Act, 42 USC 1981, 2013. Government Printing Office Federal Digital System.  |
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| 2.50. | Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code. United States Copyright Office.                   |
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| 2.52. | Department of State Public Notice 7787, Federal Register Volume 77; Number 24. Government Printing Office Federal Digital System.                      |
| 2.53. | Digital Millennium Copyright Act of 1998, HR 2281, 105th Cong., 2nd Ses., 1998. Government Printing Office Federal Digital System.                     |
| 2.54. | DoDD 1304.28. Defense Technical Information Center, United States Department of Defense.   |

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| 2.55.                                       | Executive Order 11246. United States National Archives and Records Administration.   |
| 2.56.                                       | The Fair and Accurate Credit Transactions Act of 2003, PL 108–159. Government Printing Office Federal Digital System.  |
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| 2.58.                                       | Lilly Ledbetter Fair Pay Act, PL 111-2. Government Printing Office Federal Digital System.   |
| 2.59.                                       | Office of Management and Budget Circular A-133. Office of Management and Budget.   |
| <b>3.0. New York City Laws and Statutes</b> |  |
| 3.1.0                                       | New York City Fire Code, New York City Fire Department.  |
| 3.1.1                                       | NYC 29.107.7.  |
| 3.1.2                                       | NYC 29.401.7.8.  |
| 3.1.3                                       | NYC 29.401.8.  |
| 3.1.4                                       | NYC 29.901.6.2.  |
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| 5.1.1                                       | General Convention Resolution 1982-A152, "Ratify the Executive Council's Affirmative Action Plan."   |
| 5.1.2                                       | General Convention Resolution 1988-A112, "Reaffirm Commitment to Affirmative Action."  |
| 5.1.3                                       | General Convention Resolution 1988-A176, "Formulate a Process of Accessing Past Church Actions."   |
| 5.1.4                                       | General Convention Resolution 1991-D089, "Commend Passage of the Americans with Disabilities Act."   |
| 5.1.5                                       | General Convention Resolution 2000-A015, "Request Deposit of Church's Published Works in the Church Archives."   |



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| 5.1.6    | General Convention Resolution 2000-A016, "Affirm the Responsibility of the Archives for Electronic Records Preservation." |
| 5.1.7    | General Convention Resolution 2003-A136, "Develop and Distribute a DFMS Annual Budget Report."                            |
| 5.1.8    | General Convention Resolution 2003-A137, "Continue Support for Grant and Gift Recipient Reporting Process."               |
| 5.2.0    | Constitution and Canons Together with the Rules of Order, 2012. The Episcopal Church. Archives of the Episcopal Church.   |
| 5.2.1.1  | Constitution, Article II Sec. 5 Vote by Orders  |
| 5.2.1.2  | Constitution, Article VIII  |
| 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  |
| 5.2.38.8 | RHB 184 General Rules for Meetings of This House XVI Amendments  |
| 5.2.38.9 | RHB 185 General Rules for Meetings of This House XXI Messages  |

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| 5.2.38.10                   | RHB 187 General Rules for Meetings of This House XXVII Advisory Committee   |
| 5.2.38.11                   | RHB 187 General Rules for Meetings of This House XXVIII Committee on Pastoral   |
| 5.2.38.12                   | RHB 190 Standing Orders IV Journals of House of Bishops.  |
| 5.2.38.13                   | RHB 190 Standing Orders V Official Register of House of Bishops.  |
| 5.2.38.14                   | RHB 192 Standing Resolutions III Convener of Commissions  |
| 5.2.39.0                    | Rules House of Deputies   |
| 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  |
| 5.2.39.4                    | RHD 195 IV.7 Legislative Committees, President to appoint Legislative Committees  |
| 5.2.39.5                    | RHD 195 IV.8-11 Legislative Committees, Special Committees  |
| 5.2.39.6                    | RHD196 IV.12 (e)(f) Legislative Committee records to be kept.   |
| 5.2.39.7                    | RHD198 IV.13 Legislative Committees, Reports submitted to Secretary   |
| 5.2.39.8                    | RHD 200 VI.22 Resolutions and Memorials.  |
| 5.2.39.9                    | RHD 208 XI Voting   |
| 5.2.39.10                   | RHD 209 XIII Messages from the House of Bishops   |
| 5.2.39.11                   | RHD 213 XVIII Amendments  |
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| 5.7.5                       | EXC031990.11  |
| 5.7.6                       | EXC102010.02  |
| 5.7.7                       | EXC062011.18  |
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