

DFMS Enterprise-wide Records Retention Schedule, 09/08/2025 Revised for Pastoral Development--To be reviewed by LC The Archives of the Episcopal Church Conforming to Retention Policy approved by Executive Council, April 22, 2009 Revisions: 10/15/2015, 08/29/2016, 10/18/2017, 10/03/2018, 07/08/2019, 07/13/2020, 08/13/2020, 04/23/2021, 05/06/2021					Archives Use
Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
General Schedules: Records Found Across Departments					
General Schedule: Administrative Records					
Administrative Files, Executives and Department Heads	Correspondence, memoranda, reports, studies, policies, and documents that provide evidence of the formulation, completion and outcomes of business activities, including decisions, procedures, policies, guidance, authorizations, allocation of resources, compliance with legal requirements, business reporting, and accountability measures/practices.	Permanent.	Send to Archives after CY+5 years.	Chief Operating Officer, Chief Financial Officer, Executive Officer, Presiding Bishop, President House of Deputies, Department Heads	NYC-GRDS-90366 and MU-1 [10] state general administrative records of executives may have long term value and should be appraised by the NYS Archives. MI-1-198 all executive's files of substance are permanent.
Calendars and Schedules, Executive Officers	Calendars of meetings, business trips, arrangements and activities conducted on behalf of the DFMS. Retained for legal purposes.	Permanent.	Send to Archives after CY+5 years.	Chief Operating Officer, Chief Financial Officer, Executive Officer, Presiding Bishop, President House of Deputies, Department Heads	NYC-GRDS-90366 states general administrative records of executives may have long term value and should be appraised by the NYS Archives. MI-1-198 all executive's files of substance are permanent.
Committee and Commission Working Files - Staff and Liaison Copies	Files, documents, correspondence, survey returns, and other working papers not necessarily recorded in the formal record of the Extranet, but retained for reference by DFMS staff with an official (e.g., PB, PoHD, Executive Officer) or assigned liaison relationship to the group. Liaison relationship records may include correspondence, reports, copies of minutes, evaluations, and reports.	Selective retention.	Send records to Archives for retention review after CY+5 years or when use ceases.	All Departments	*90372 NYS-GRDS cites 5 year in office retention for board of directors, ELCA yearly transfer of copy to Archives

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Contact Lists, Extended Professional Associations	Contact information of people in networks, movements and activities that support staff or complement the aims of the Episcopal Church but that are not directly related to TEC's mission and programs. May include personally identifiable information.	Temporary.	Destroy after use ceases. Shred or purge for confidential destruction if records contain personally identifiable information.	All Departments	DO RMM used Directory as citation. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Correspondence, Chronological (Chron) Files and Convenience Files	Communications retained in date order, usually duplicate copies. Some offices file original correspondence in date order.	Selective retention.	Send originals or unique files to Archives after CY+3 years for retention review. Shred duplicates or send to Archives for confidential destruction.	All Departments	90388 NYS-GRDS - destroy after use if duplicates. Introduction to the New York general schedule also says that duplicates should be destroyed.
Correspondence, Courtesy	Includes routine and transitory messages, notices, informal meeting arrangements, meeting reminders, housekeeping routines, broadcast email, and copies that require no action.	Temporary.	Destroy after use ceases.	All Departments	90366 NYS-GRDS - destroy after use, UMC 1 year
Departmental Guidelines and Procedural Manuals	Memoranda, rules, orders, notices for internal policies and procedures. Also includes final approvals and draft versions, meeting notes and working papers.	Selective retention.	Send to Archives after superseded for retention review.	All Departments	NYS-GRDS 90208 Major Administrative Policies and Procedures - permanent. 90209 Routine Administrative Policies and Procedures - retain 3 years after policy is superseded.
Diocesan and Provincial Program Files	Documentation and substantive correspondence on local mission work and special ministries.	Permanent.	Send to Archives after CY+5 years.	All Departments	ELCA - send to Archives after 4 years.
Email Broadcast List Service -- Subscriber's Copy	Email received routinely by a list service not owned by the DFMS.	Temporary.	Destroy after use ceases.	All Departments	90369 E-Mail Messages says only messages of significance to program work need be retained.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Email, Broadcast List Services -- Sponsored, Administered or Owned by the DFMS or the General Convention	Includes list serves, announcements, newsletter like publications. See also Publications and Media.	Selective retention.	Consult with Record Office for evaluation and retention decision. Retain inactive data until Archives review.	Originating Office	2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. ECLA - Membership communications and websites that reflect program of significance to be kept.
Email, Courtesy Messages	Includes routine and transitory messages, notices, informal meeting arrangements, meeting reminders, housekeeping routines, broadcast email, and copies that require no action. Thank you replies, cc copies that require no action.	Temporary.	Authorized user or account holder to delete messages after use ceases. Destroy all backup from computer system 3 months after deletion.	All Departments	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. ECLA schedules sate only messages of significance to be save.
Email, Substantive: Content and Attachments	Communications that provide evidence of the formulation and outcomes of business activities, including decisions, procedures, policies, guidance, authorizations, allocation of resources, contractual agreements, compliance with legal requirements, business reporting, and accountability for actions.	Permanent.	Consult with Record Office on PST file creation and other data retention methods. Send to Archives CY+3 years	All Departments	
Email, Departed Staff or Role Change	Email accounts of departed staff or staff in a new role.	Temporary. Jr Staff	Send to Record Office 90 days after account is closed. Retain CY+3	All Departments	
		Permanent. Sr Staff decided based on role.	Send to Record Office 90 days after account is closed. PST sent to archives after CY+3 for permanent retention	All Departments	
Equipment Purchases	Warranties on equipment; receipts, major equipment.	Temporary. CY+3 years after life of equipment.	Destroy. Send to Archives after CY+5 years for full retention period. Confidential destruction.	All Departments	*90268 Equipment and Motor Vehicle Maintenance Records says 3 years after destruction of equipment for liability purposes.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Event Files -- Meeting and Conference Arrangements	Includes travel reservations and confirmations, venue reservations, copies of service contracts, and registrations. May include personally identifiable information.	Selective retention. Retain youth registrations and rosters for 23 years or after oldest participant is 23 years old.	Send to Archives after CY+3 years for retention review. Confidential destruction.	All Departments	NYS MU 1 [646] 3 years after youngest is 18, states vary, some with no statute of limitation to bring suit for sexual abuse cases http://angelroar.com/foradults/c-child-abuse-resources-adults/childabusestatuteoflimitationsbystate
Event Files -- Meeting and Conference Arrangements with Minors	Includes travel reservations and confirmations, venue reservations, copies of service contracts, and registrations. May include personally identifiable information.	Selective retention. Retain rosters, registration applications, accommodation assignments and background checks for 25 years. Do not retain medical forms.	Send to Archives after CY+3 years for retention review. Confidential destruction.	All Departments	NYS MU 1 [646] 3 years after youngest is 18, states vary, some with no statute of limitation to bring suit for sexual abuse cases http://angelroar.com/foradults/c-child-abuse-resources-adults/childabusestatuteoflimitationsbystate
Events Files -- Program Planning and Outcomes	Records of Church, ecumenical and advocacy events sponsored or cosponsored by the department. Includes plans, agendas, reports, rosters, program materials. See also Project Files, Special.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	Olympia - 3 years selective retention, ELCA - transfer to archives.
Executive Council Minutes, Resolutions, and Attachments; Office Reference Copies	Copies of documents held in the online central files of the Council Secretariat. Generally digital downloads from the General Convention Office website or "Extranet "	Temporary.	Destroy after use ceases.	All Departments	UMC - use, DO RMM no more than 3 years
Inter-office Circulars, In-house Memos, and Transmittals	Internal communications on topics such as reminders for meetings, events and holidays, memos regarding standard procedures, and other ephemeral subjects.	Temporary.	Destroy after use ceases.	All Departments	90366 NYS-GRDS General Administrative Records Destroy when superseded or obsolete

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Issues Files	Includes research, monitoring and advocacy on matters of programmatic interest.	Selective retention.	Send to Archives after CY+5 years for retention review.	All Departments	UMC-Agency - Correspondence in topical files is permanent.
Instant Messaging	Real time communication done through MS Teams, Slack and other chat platforms	Temporary.	180 days. Destroy. Automatic deletion	All Departments	"Retention Schedule NI-64-87-1, NARA's Comprehensive Record Schedule, 2021. United States National Archives and Records Administration. GRS_5-2-020
Mailing Lists	Lists of names, addresses or email addresses created for the distribution of routine communications.	Temporary.	Destroy after use ceases.	All Departments	NYS-GRDS 90323 Mailing Address Lists destroy after lists are updated
Manuals for Computer Software	Operating instructions and system documentation provided by vendors or created by DFMS for electronic record-keeping systems.	Selective retention.	Send to Archives after major upgrade or when system is retired for retention review.	All Departments	NYS-GRS Information Technology sections 90225-90229 covers system documentation. Minimum retention is 3 years after system is retired.
Manuals for Office Equipment	Operating instructions provided by equipment manufacturer. Retain in labeled file system.	Temporary. CY+3 years after life of equipment.	Destroy.	All Departments	NYS-GRDS *90279 maintain for three years after life of equipment, but this only pertains to heavy equipment for purposes of injury claims. *90374 Equipment subject files includes manual, for life of equipment.
Manuals, Operational Guides and In-house Procedures	Internally created documentation of procedures for internal operations.	Permanent.	Send to Archives after superseded.	All Departments	
Meeting Minutes and Files	Minutes, agenda, attachments, pre-meeting mailings, and materials distributed at official Episcopal Church meetings.	Permanent.	Send to Archives after CY+3 years.	All Departments	UMC Agency- 4 years then to Archives. NYS GRDS 90372 refers to governing bodies, but never the less seems applicable here as the description say "official" meetings. MI-1-1 duplicates 90372 MI-1-3 - supplementary records should be appraised
Organizations Files -- Non-TEC Related	Includes organizational communications and background materials, ephemera, and publications from organizations with no direct relationship with The Episcopal Church or its ecumenical partnerships	Temporary.	Destroy after use ceases.	All Departments	90366 General Administrative Records says general records not related to core programmatic functions have no legal or fiscal value.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Organizations Files -- TEC, Anglican and Ecumenical	Records of liaison relationships to Episcopal Church related entities and networks. Includes correspondence and attachments, publications received, events, and project records.	Permanent.	Send to Archives after CY+5 years.	All Departments	ELCA - program files to be kept
Policies and Procedural Manuals	Formal memoranda, printed or published procedures, bulletins, orders, rules, and notices outlining the directives of the Executive Council for the DFMS and the implementation on those directives.	Permanent.	Send to Archives after superseded.	All Departments	NYS-GRDS 90208, manuals should be sent to archives as produced. NARA NCI-64-77-8-1
Project Files, Operational	Planning records, bids, specifications, case statements, studies, consultant reports, evaluations, etc.	Permanent.	Send to Archives CY+3 years after close of project.	All Departments	ELCA - program files to be kept
Project Files, Program Development	Planning records, studies, communications, and outcomes such as survey results, videos, web sites, and reports.	Selective retention.	Send to Archives CY+3 years after close of project for retention review.	All Departments	ELCA - program files to be kept
Project Files, Special	Records of projects centered on major new initiatives and special events. Includes planning records, communications, budgets, reports on progress, and final outcomes.	Permanent.	Send to Archives CY+3 years after close of project.	All Departments	ELCA - program files to be kept
Publications, Episcopal Church Entities	Publications generated by Church ministries and governance structures, including websites, blogs, videos, pamphlets, posters and any item created for wide or limited public distribution.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	All Departments	2000-A015 Request Deposit of Church's Published Works in the Church Archives, 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation; NYS-GRD-MI-1-11 official copies to be kept.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Public Comments and Feedback	Records related to public comments on the website, physical mail, telephone that are not collected for business or impact business related decisions.	Temporary.	Destroy CY+3 after year of feedback receipt or after administrative use ceases.	All Departments	"Retention Schedule NI-64-87-1, NARA's Comprehensive Record Schedule, 2021. United States National Archives and Records Administration. DAA-0064-2018-0008-0003
Reports, Departmental or Office	Descriptions or analysis of activities, undertaken or proposed, or on a current situation. Includes gathering and analyzing information, drafts, feedback final document for consideration.	Permanent.	Send 2 copies to Archives after CY+3 years.	All Departments	90202 NYS-GRDS Transfer one copy of the final report and any responses to the State Archives either directly or as part of the executive-level files. Office copies may be destroyed 3 years after implementation or rejection.
Resource Files	Background materials gathered on topics not related specifically to the Episcopal Church.	Temporary.	Destroy after use ceases. Review and remove outdated material regularly.	All Departments	
Subject Files	Correspondence and other records filed by topic with attachments, reports and other documents; sometimes used to keep all office records together under one large heading.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	NYC-GRDS-90366 executive correspondence to be appraised and MU-1 [10] notes that executive correspondence is often in subject files. MI-1-198 all executive's files of substance are permanent. UMC-Agency - Correspondence in topical files is permanent.
Surveys	Returns or responses to questionnaires, and/or the summary or report.	Temporary. Report can be sent to archives and kept indefinitely.	Destroy CY+3 years after use ceases.	All Departments	Olympia - 3 years in office - selective retention. ELCA - event records send to archives
Travel and Arrangements Files	Includes approvals, reservation confirmations, guest logistics correspondence. See also Event Files - Arrangements. May include personally identifiable information.	Temporary.	Destroy after use ceases. Shred or send to Archives to confirm confidential destruction on all media and backup copies.	All Departments	*90388 NYS-GRDS Non record copies, destroy after use.,
Vendor and Supplier Catalogs	Promotional and sales materials.	Temporary.	Destroy after use ceases. Review and remove outdated material regularly.	All Departments	NYS-GRDS 90376 Vendor and State Contracts Reference File - use.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Vendor Files, Major Contracts and Purchases	Correspondence, warranties, and purchasing information.	Temporary. CY+6 years or life of warranty.	Destroy. Send to Archives for confidential destruction.	All Departments	NYS-GRDS 90126 90126 Purchase/Accounts Payable Records Related to Agency-Let Contracts - Destroy 6 years after expiration of related contract or final payment, whichever is later.
Working Papers and Notes	Early planning notes, schemata, checklists, diagrams, copies and extracts from other documents and similar materials used to create a working draft. Retain major drafts of important policy and planning documents.	Temporary.	Destroy after use ceases.	All Departments	NYS-GRDS 90205 Administrative Study and Survey Work Papers Destroy 1 year after implementation or rejection of study recommendations. NYS GRDS has other similar work paper examples with same retention.
General Schedule: Databases					
Event Databases and Datasets	Contact information for participants in TEC sponsored events. May also logistical data for venue, housing and travel. May include personally identifiable information.	Temporary. CY+3 to 6 years.	Destroy. If records contain personally identifiable information, purge on all backup storage devices for confidential destruction.	All Departments	
Membership Databases and Datasets	Contact information and profiles of people and entities belonging to the Episcopal Church, its organizational parts, and official networks. May include personally identifiable information. See also Contact Lists.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Confidential destruction for data not retained by Archives.	All Departments	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Ministry Service, Databases, Non-deployment Related	Contact information for Episcopal clergy and lay persons belonging to a specific affinity group, network or Church-affiliated organization. May include personally identifiable information. See also Contact Lists.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Confidential destruction for data not retained by Archives.	All Departments	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
General Schedule: Financial Records					
Accounts Payable, Departmental Copy	Includes copies of paid invoices, check requisitions, registrations, wire transfer confirmations, reimbursements, etc.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Annual Financial Statements and Audit Reports, DFMS, Departmental Copy	Copies of financial statements and audit reports kept for office reference.	Temporary.	Destroy after use ceases.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Budget Statements, Office Reference Copies	Annual and triennial office copies and drafts.	Temporary. CY+3 years.	Destroy.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Budgets -- Triennial, Departmental Submissions	Often includes narrative on program planning and activities.	Selective retention.	Send to Archives after CY+3 years for retention review.	All Departments	NYS-GRDS 90109 Send copy to archives. Final budget sent to Archives with executive files
Check Requisitions, Departmental Copy	May include also copies of invoices and expense reports. My contain personally identifiable information.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Financial Statements -- Monthly Expense Sheets, Departmental Copy	Statement of expenses incurred for departments retained for budget planning and reference.	Temporary.	Destroy after use ceases	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Journal Entries, Departmental Copy	Account transfer forms and supporting documentation duplicates retained for office reference.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
Travel Expense Reports, Departmental Copy	May include copies of receipts, check requisitions and evidence of reimbursement. May contain personally identifiable information.	Temporary. CY+3 years.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use.
General Schedule: Grants Administration					

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Applications by DFMS for Outside Grants, Declined	Copy of application, supporting documentation, and correspondence.	Temporary. CY+1 year or after administrative use ceases.	Destroy.	All Departments	MI-1 13.[13] calls for appraisal of grant program records
Grants and Scholarships, Committee or Decision Files	May include evaluation sheets, ratings and priorities, tallies, minutes, assessments, and similar accountability tools. Covers UTO, Constable, Conant, SCOM, and all other grants processes.	Temporary. CY+3	Destroy after CY+3 years.	All Departments	NYS-GRDS MI-1 18.[720] - Permanent, MI-1 13.[13] calls for appraisal of grant program records
Grants Awarded Lists	Final office copies maintained for grant files. Published on Mission Program and other websites. Includes UTO, Constable, Conant, and SCOM grants	Permanent.	Send to Archives after CY+3 years.	All Departments	NYS-GRDS MI-720 - Permanent, MI-1-13 calls for appraisal of grant program records
Grants Files, Awarded	Applications, award letters, statements of accountability, correspondence, evidence of payment. Includes UTO, Constable, Conant, and SCOM grants. See also Grants Payments and Releases. May include personally identifiable information.	Permanent.	Send to Archives CY+3 years after close of grant award.	All Departments	NYS-GRDS MU-1 18.[720] - Permanent, MI-1 13.[13] calls for appraisal of grant program records
Grants Files, Declined	Includes application forms and supporting documentation. May include personally identifiable information.	Temporary. CY+1 year or after administrative use ceases.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NYS-GRDS MI-1 13.[13] calls for appraisal of grant program records
Outside Grants to DFMS, Awarded	Grants received from external organization: application, supporting documentation, award letter, evidence of receipt of funds, correspondence, outcomes or products, and accountability statements.	Permanent.	Send to Archives CY+3 years after close of grant.	All Departments	NYS-GRDS MI-1 18.[720] - Permanent, MI-1 13.[13] calls for appraisal of grant program records

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Scholarships Awarded	Application forms and supporting documentation. May include personally identifiable information.	Selective retention.	Send to Archives after CY+3 years for retention review. Confidential destruction for records not retained by Archives	All Departments	NYS-GRDS MI-1 18.[720] - Permanent, MI-1 13.[13] calls for appraisal of grant program records
Scholarships Declined	Application forms and supporting documentation. May include personally identifiable information.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	All Departments	NYS-GRDS MI-1 13.[13] calls for appraisal of grant program records
General Schedule: Personnel Supervision					
Attendance and Leave Records, Departmental Copy	Annual vacation and sick time documentation. Confidential record.	Temporary. CY+6 years after termination of employment and all benefits.	Send to Archives CY+1 year after termination of employment for full retention period. Confidential destruction.	All Departments	29 USC 1027 says Administrator should be able to generate a report of eligibility for benefits for 6 years).
Staff Supervision Files	Copies of performance reviews, records of attendance, work assignments, and memos. See also Human Resources Management Office retention schedule. Confidential record.	Temporary. CY+1 years after termination.	Destroy. Shred or send to Archives for confidential destruction.	All Departments	NARA-GRS 1-18 Supervisors' Personnel Files and Duplicate OPF Documentation - destroy file relating to an employee within 1 year after separation or transfer. 5 USC 552a (PA 1974) - Privacy Act
Time Sheets, Departmental Copy	Copy of forms recording working hours of non-exempt and temporary staff, signed by employee and supervisor retained for office reference.	Temporary. CY+1 year for copies, CY+3 years for locally retained record copies.	Destroy.	All Departments	NYS-GRDS 90388 non-record copies, destroy after use. , ELCA destroy after 2 years
General Schedule: Publications and Media					
Audio Visual Records	Audio and video recordings of the programs, major events, publicity, and services. Includes original recordings, edited copies, final production copies. May be in analog or digital format.	Permanent.	Send to Archives CY+3 years after completion of production.	All Departments	NARA-GRDS NC1-81-5publications deposited in Archives, permanent. . 2000-A015 Request Deposit of Church's Published Works Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. 36 CFR 1237.12 standards for permanent audio visual recs.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Diocesan Publications	Diocesan journals, newsletters, directories, and printed reports.	Selective retention.	Send to Archives after use ceases for retention review.	All Departments	1.6.5(a) primarily pertains to the dioceses, but the Archives reviews copies to ensure completeness. 2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation
Images and Photographs, Documentary	Images taken of programs, events, official visits, and other Church-related activities. Retain and identify original digital file.	Permanent.	Send to Archives after CY+5 years or when active use ceases.	All Departments	NARA-GRDS NC1-81-5 publications deposited in Archives, permanent. 36 CFR 1237.12 gives standards for what audio visual records are permanent.
Images and Photographs, Minor Events	Photographs of internal DFMS holidays, staff events, and slide shows for staff.	Temporary. CY+1 year or after administrative use ceases.	Destroy.	All Departments	DO RMM review for archival value. 36 CFR 1237.12 gives standards for what audio visual records are permanent.
Meeting Recordings - DFMS and Governing Bodies.	Audio or video recordings of meetings made for the purpose of documenting decisions and supporting the creation of accurate minutes.	Temporary	Destroy after use ceases	All Departments	NYS GRS 90372 covers meetings with open records laws, though this does not directly apply, but the retention states that audio and video recordings have a limited life, unlike minutes. Recordings to be destroyed 4 months after creation.
Meeting Recordings – Internal Departmental.	Audio or video recordings of routine staff meetings made for the purpose of providing retroactive access for staff who were not able to attend.	Temporary.	Destroy after use ceases.	All Departments	NYS GRS 90372 covers meetings with open records laws, though this does not directly apply, but the retention states that audio and video recordings have a limited life, unlike minutes. Recordings to be destroyed 4 months after creation. There are exceptions at the discretion of the NYS Archives or the agencies themselves for meetings that have particular significance. Designation for preservation may be for all meeting recordings for a specific group, or for specific meetings of significance.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Publications, All DFMS Departments	Departments will review folders in local drive t	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	NC1-81-5:1a - 1b public relations publication permanent and NCI-64-77-8-2 record copies of publications to be evaluated for retention by Archives . 2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation
Publications, External Sources	Published items gathered by the office from outside entities, trade publications, scholarly journals. (Not Episcopal Church related.)	Temporary.	Destroy after use ceases.	All Departments	
Websites and Social Media, DFMS and General Convention	Websites created by or for the DFMS and TEC, including official communication sites, and sites created by or on behalf of governing bodies for public or internal dissemination of information and documents. Includes websites hosted on a DFMS servers and vendor provided services.	Permanent.	Consult with Archives for evaluation and retention decision. Implementation may require harvesting webpages and other content annually or before major change. Retain inactive data and maintain CMS site content until Archives review for retention decision.	All Departments	NARA-GRDS NC1-81-5 publications deposited in Archives, permanent. 2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation
Specific Retention Schedule: Archives and Records					
Accession Registers	Central record on the formal receipt of historical and administrative records with general description of the scope, content, source and condition at time of intake.	Permanent.	Send to Archives annually after audit and verification of a complete record.	Archives	ICA: 177 Retain permanently by the Secretary. NYS-GRDS MU1 40.a - permanent. NARA NI-64-87-1 1321: original accession data transferred to permanent record keeping system.
Acts of Convention	XML database of authenticated and curated General Convention legislation; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	1988-A176 Formulate a Process of Accessing Past Church Actions. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. 2006-A145 Endorse and Support the Digital Archives.
Audit Files on Archival Holdings and Operations	A central file of current policies and procedures governing the administration, location, use, and condition of the archives and records holdings	Temporary.	Send to Archives when superseded.	Archives	NARA NI-64-87-1 1442-2

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Catalog	Open source database of accessioned archives holdings in standard metadata structure with public access feature.	Permanent.	Maintain a duplicate master updated quarterly in the Archives digital repository.	Archives	ICA 169, 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Client Research Contact Sheets	Inquiries received for research, consults, and other activities with users. May include personally identifiable information.	Temporary. CY+6 years.	Destroy confidentially.	Archives	NYS-GRDS MU-1 [44] 6 years.
Copyright and Application Forms	Application to use archives by non-DFMS/GC agents, with supporting documentation, including statements recognizing owner's copyright.	Indefinite retention.	Send to Archives after CY+3 years.	Archives	NYS-GRDS 90342 copyright duplication requests kept for 5 years (not directly related). 17 USC 507 5 years criminal actions, 3 years civil actions. 48 CFR 4.803 states copyright requests kept in contract files, but no retention specified.
Destruction Registers	Register of DFMS records destroyed as scheduled, includes certificate of destruction, executive management correspondence.	Permanent.	Send to Archives after CY+3 years.	Archives	
Holdings Control Files	Central file containing historical records on the provenance, acquisition, donor agreements, inventory content, and current status of holdings for all DFMS, GC and TEC agencies and bodies, and for personal papers and other special collections.	Permanent.	Maintain for as long as the Archives' custody of the holdings.	Archives	NYS-GRDS MU-1 [42] {Permanent. NARA NI-64-87-1, 1405 Accession records, permanent, 1409 donor agreements and related records permanent, 1440-1 Condition of records, permanent
Inventories and Finding Aids	Descriptive lists, catalogs and indexes that give detailed information on the scope and content of arranged records.	Permanent.	Send to Archives after creation or when superseded.	Archives	90344 Records Inventory Files - destroy when superseded. NYS-GRDS MU-1 [43] notes may keep longer if not all information carried forward. NARA NI-64-87-1 1425 until superseded.
Reports to General Convention	PDF and XML formatted dataset of authenticated and curated reports of CCABs to the General Convention; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	1988-A176 Formulate a Process of Accessing Past Church Actions. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. 2006-A145 Endorse and Support the Digital Archives.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Research Dossiers	Files maintained on researchers making extensive use of or receiving copyright permission for reuse of archival material. Includes curator's notes, correspondence, retrieval log, copyright release and acknowledgments, and donated copies of author's final publication.	Selective retention.	Send to Archives CY+3 years after last contact; review periodically for archival value, copyright monitoring, continuing bibliographic citation controls, and security check.	Archives	NARA NI-64-87-1 1418: 25 years. NI-64-00-2 significant case files permanent, all other 25 years.
Research Log	Master register kept for statistical reporting on all research and reference use of the Archives.	Permanent.	Send to Archives after CY+3 years.	Archives	NYS-GRDS MU-1 [44] use. NARA NI-64-87-1 1420-1 - keep 25 years.
Resolves of Council	XML dataset of authenticated and curated votes taken by Executive Council; updated triennially for public access.	Permanent.	Maintain a duplicate master in the Archives digital repository after each revision.	Archives	1988-A176 Formulate a Process of Accessing Past Church Actions. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation. 2006-A145 Endorse and Support the Digital Archives.
Retention Schedules	Master register of records typically created by the DFMS and TEC governing bodies including retention, disposition with legal or customary requirements.	Permanent.	Send to Archives after superseded.	Archives	
Retrieval Call Record	A circulation control record of all materials retrieved and used by staff archivists and researchers.	Temporary. CY+3 years after satisfactory completion of Archives' holding audit	Destroy.	Archives	NARA NI-64-87-1 1420-1 - keep 25 years.
Statistical Reports on Holdings and Use	Reports generated for purposes of maintaining historical metrics on the operations and use of the records holdings.	Permanent.	Send to Archives after CY+3 years.	Archives	NARA NI-64-87-1 1406 permanent; NYS-GRDS MU-1 [44] use
Systems Administration Documentation -- Austin	Records maintained on all hardware and software applications maintained on Austin server and workstation operations.	Temporary. Superseded	Destroy after use ceases.	Archives	NYS-GRDS MU-1 673 3 years after use ceases, but not before data is transferred to new system, 678 3 years after use ceases, 679 use.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Specific Retention Schedule: Building Management					
Capital Improvement Projects Files	Correspondence, RFPs, proposals, estimates, bids, specifications, plans and drawings, schedules, reports project notes, change orders, and payment evidence.	Indefinite retention. Retain for life of building or CY+6 after end of occupancy.	Send to Archives CY+1 year after completion of project for full retention period.	Building Management	NYS GRDS MU-1-478 - 6 years after structure no longer exists. MI-415 note, supplementary files have retention 6 years after completion of project.
Drawings and Plans	Blueprints, architectural drawings, maps, building plans and specifications.	Permanent.	Retain office copies. Create PDF output for permanent retention. Send 1 copy to Archives for safekeeping.	Building Management	NYS-GRDS MU-1 479 - permanent, MI-1-416 permanent. 90279 refers to reference drawings - 3 years after superseded. MI-1-417 - draft drawing kept for use. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Emergency Preparedness Plans	Record of fire and other emergency action and evacuation plans.	Temporary. CY+3 years after superseded.	Destroy.	Building Management	NYS-GRS 90307. NYC 29.107.4 refers to NYC Fire Code records to be maintained for 3 years.
Emergency Safety Drill Logs	Record of fire and emergency evacuation drills.	Temporary. CY+3 years.	Destroy.	Building Management	NYC Fire Code 2014 changed. All references in in 400s refer to FC 107.7 - all records to kept for 3 years unless noted otherwise.5 years. NYC 29. 405.5 . Written record of fire drills and EAP drills... maintained on the premises for a period of 3 years for fire drills, 5 years for EAP drills.
Employee Building Access Logs	Building Access Logs created automatically as staff enter or exit the building.	Temporary. CY+1 year.	Destroy.	Building Management	NYGRDS 90303 is CY+3 years, but this pertains to visitors not employees. Other example schedules are usually 1 year or administrative use. NARA-GRS - Sched 18-17, 2 years
Environmental Monitoring Inspections	Worksheets and inspection reports.	Temporary. CY+5 years if no toxic exposure. CY+40 years if exposure present.	Send to Archives after CY+5 years for full retention period. Confidential destruction.	Building Management	29 CFR 1904.6 says 5 years and 40 CFR 63.10 also says 5 years. NYS-GRDS *90291 says 3 years after submission to DEC. If records are show possible or verified exposure to toxic substances then retention is 40 years as per NY Labor law 879 and 29 CFR 1910.1001.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Equipment and Environmental Maintenance Inspections	Records of required inspection and testing of equipment, including: fire alarms, extinguishing; fire department certificates; elevator certification; emergency power equipment; and environmental monitoring worksheets and reports.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Building Management	NYC Fire Code, Fire safety equipment inspection retain 3 years. NYC 29 107.7 Equipment 3 years. NYC 29. 901.6.2.
Hazardous Material Handling Rosters	Records of the names, address and social security number of all DFMS employees required to handle hazardous materials, as required by the state of New York	Temporary. CY+40 years.	Send to Archives CY+2 years after termination of contract for full retention period.	Building Management	NY Labor law 879 roster to be kept at least 40 years. If organization dissolves, send to NYS Dept. of Health.
Hazardous Material Removal and Abatement Files	Correspondence, reports, contracts, identifying lists for all contractors, floor plans, and other records related to the removal and abatement of hazardous materials from DFMS owned buildings, particularly asbestos.	Indefinite retention. CY+30 years minimum or until occupancy ends, which ever comes later.	Send to Archives CY+2 years after termination of contract for full retention period.	Building Management	NY Labor law 904 records to be kept at least 30 years. CFR 1910.1001 30 years.
Major Repairs Files	Email, proposals, estimates, bids, specifications, plans, drawings, reports, project notes, and payment evidence.	Indefinite retention. Retain for life of building or CY+6 after end of occupancy	Send to Archives CY+1 year after completion of project for full retention period.	Building Management	MU-1-895 6 years after building or other facility no longer in use, MI-1-769 - life of building + 6.
Materials Safety Data Sheets	Routine logs kept to record safe handling of hazardous chemicals used in operations of the Episcopal Church Center.	Temporary. CY+40 years.	Send to Archives after CY+5 years for full retention period.	Building Management	NY Labor law 879 roster to be kept at least 40 years. If organization dissolves, send to NYS Dept. of Health. See also NYS-GRS *90292
Minor Repair and Maintenance Files	Email, memos, and reports on minor construction, sanitation, plumbing, electrical, HVAC; receipts for internal work orders and minor repairs.	Temporary. CY+12 years.	Send to Archives after CY+5 years for full retention period. Confidential destruction.	Building Management	NYS misc. records MU-1-16, routine repairs 6 years, 90287 - use, 90277 3 years after completion of work. MU-895 maintenance of infrastructure - cumulative record should be kept until 6 years after life of building. Not clear if this record is created.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Property Inventory and Disposition Records	Inventory lists, receipts of inventory transfer or sale, and records of disposal or destruction.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	Building Management	90274 NYS-GRDS says 3 fiscal years after disposal of property, but this record does not pertain to real property. US 26 CFR 301.6501 (a)-1 - 3 years limitation of tax assessment, US 26 CFR 301.6501 (f)-1 6 years income tax assessment, NY 120-0060-00 CLNY-CP 4518 from old schedule not related to time, but electronic records are admissible as evidence
Visitor Building Access Logs	Visitor Building Access Logs contain signatures, entry/exit times, and the name of employee to be visited for all visitors to the building. Chronological arrangement.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Building Management	NYS MI-1 9[418] has retention of 3 years NYS-GRDS 90303 is CY+3 years.
Specific Retention Schedule: Corporate Administration					
Budget of The Episcopal Church, Pre-Convention Planning Files	Working documents and final statements for all departments for drafting proposed budget requests for the Executive Council proposed budget to General Convention. Includes triennial, annual and Executive Council revised budgets and notes describing programs and activities.	Temporary. CY+10 years.	Send to Archives for retention review before destruction.	Treasurer/COO	NYS-GRDS MU--51 retained 6 years. Consideration extension because of triennial cycle.
ECC Management and Staff Meetings	Minutes, memoranda, agendas, notes and related documents.	Selective retention.	Send to Archives after CY+5 years for retention review.	Chief Operating Officer	UMC - 4 years then to Archives. NYC-GRDS-90366 and MU 3 [3] give latitude for archives to appraise. MI-1-198 all executive's files of substance are permanent.
ECC Projects and Special Initiatives, COO	Non-routine projects related to corporate actions, policy, structure, or administration.	Permanent.	Send to Archives CY+1 year after project completion.	Chief Operating Officer	*90202 - 90203 NYS GRDS, ELCA - transfer to archives. MI-1-198 all executive's files of substance are permanent.
Specific Retention Schedule: Development and Fundraising					

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Donor Databases	Information on donors and donor prospects for the TEC campaigns and major projects. Confidential record.	Selective retention.	Consult with Archives for evaluation and retention decision on permanent donor and temporary prospect records. Implementation may require snapshot of permanent records after CY+3 years. Retain inactive data files in the database until Archives review. Confidentially destroy all data not retained by Archives.	Finance Administration	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Donor Gift Records	A record kept usually as a name file that contains donation contact information, correspondence history, and background biographical/giving information. Confidential record.	Selective retention.	Consult with Archives for evaluation and retention decision. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Retain data on minor gifts for CY+6 years. Confidential destruction for data not retained.	Finance Administration	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Donor Prospect Lists, Minor Gift Records	Donor database and contact files for smaller gift prospects. May include personally identifiable information.	Temporary. CY+5 years after last donation/contact or administrative use ceases.	Destroy. If records contain personally identifiable information, purge on all backup storage devices.	Finance Administration	DO RMM review for archival value

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Donor Prospects, Major Gifts and Special Campaign Files	Includes standard database entries with directory info and giving profiles of donor prospects; also correspondence, biographical data, clippings and development officer notes. May include personally identifiable information.	Permanent.	Consult with Archives for evaluation and retention decision for major databases. Implementation may require snapshot of database annually or before major change. Retain inactive data files in the database until Archives review. Send campaign files to Archives CY+2 years after close of special campaign.	Finance Administration	DO RMM review for archival value. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Specific Retention Schedule: Ecumenical / Interfaith					
Anglican Communion Bodies, Councils and Institutions, Ecumenical Relations Files	Correspondence, meetings and events documents, meeting reports, agreements, covenants, and source materials on The Episcopal Church's involvement in such bodies as the Anglican Consultative Council, Lambeth Conference, the Primates' Meeting, the Anglican Center of Rome.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	ECLA programmatic records
Anglican Communion Interfaith Networks, Ecumenical Relations Files	Source information and contact records of The Episcopal Church's involvement with specific dioceses and provinces of the Communion on matters of interfaith concerns.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	ECLA programmatic records

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

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Ecumenical Consultations and Dialogs	Records relating the coordination, planning and implementation of formal and informal contact with other faith communities. Includes meeting minutes, correspondence, collected documents and publications. Includes Anglican-Roman Catholic Consultation, Churches Uniting in Christ, Anglican-Orthodox Consultation, and dialogs with other Christian bodies.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	ECLA programmatic records
Interreligious Dialogs	Records relating to the relationship between The Episcopal Church and non-Christian faith traditions, including formal and informal contacts and meeting materials.	Permanent.	Send to Archives after CY+5 years.	Ecumenical/Interfaith	ECLA programmatic records
Specific Retention Schedule: Episcopal Migration Ministries					
Affiliate Monitoring Reports (Inspectional Visits)	Reports and data gathered during visits made to each affiliate on a triennial basis.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Episcopal Migration Ministries	OMB Circular A-133 Audit working papers to be retained 3 years after audit. 22 CFR 145.53 - three years after final report. These are kept by NARA .
Affiliate Office Resettlement Case Files	Records include biographical information, 30, 90 and 180 day reports from affiliates, correspondence with local agencies, and documentation of contacts with refugee families. Confidential record.	Selective retention.	Records Retained for 3 years past date of submission of quarterly or annual report	Episcopal Migration Ministries	https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334
Annual Program Report, EMM statutory	Report on overall program including numbers of refugees serviced, affiliate payments, use of local social services, employment status of refugee, complaints, etc.	Permanent.	Send to Archives after CY+3 years.	Episcopal Migration Ministries	NARA ORR Schedule N1-292-90-4 recognizes the potential historical value of data and some reports. Records that are used to determine budgetary needs are retained 10 years, statistics, reports to Congress, policies are permanent. Annual Reports may be on a different OMB schedule.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
EMM Diocesan Placement and Partnership Files	Memoranda of understanding and terms, correspondence, monitoring report copies, grant award letter copies, letters to bishops, reports and letters regarding affiliates.	Permanent.	Send to Archives after CY+3 years.	Episcopal Migration Ministries	New GRS 1.2 Grant and Cooperative Agreements schedule creates 10 year after final action retention bucket for most grant files with options to apply for permanent retention of for grant records of historical value. False claims Act statue of limitation 10 years.
Federal Refugee Settlement Grants, Awarded	Records of Department of State Bureau of Population, Refugees and Migration Reception and Placement Grants, Department of Health and Human Services Matching and Discretionary Grants. Includes submissions, award letters and contracts, term changes, financial reports, affiliate agreements and correspondence.	Selective retention.	Send to Archives CY+3 years after end of contract.	Episcopal Migration Ministries Accounting Office	OMB Circular A-133 Audit working papers to be retained 3 years after audit. 22 CFR 145.53 - three years after final report, 45 CFR 92.42 3 years after report submitted. New GRS 1.2 Grant and Cooperative Agreements schedule creates 10 year after final action retention bucket for most grant files with options to apply for permanent retention of for grant records of historical value. False claims Act statue of limitation 10 years.
Immigration Files	Applications for United States immigration benefits sent to United States Citizenship and Immigration Services. Confidential record.	Temporary.	Destroy. CY+5 years after last action. Shred or send to Archives for confidential destruction.	Episcopal Migration Ministries Miami Field Office	NARA NI-566-08-17 covers "A Files" which contain record copies of forms and supporting documents submitted for immigration applications for services. Records are kept permanently by NARA. Past several years all records are scanned into an electronic record keeping system and retained permanently.
Operational Manuals on Federal Grants and Resettlement Agencies	IOM and DOS procedures, rule and regulations, and internal best practices manuals.	Permanent.	Send to Archives when superseded.	Episcopal Migration Ministries	NYS-GRDS 90208, once copy to Archives for major policies and procedures.
Program Administration Files -- EMM	Includes affiliate and partner correspondence, training and administration.	Temporary.	Destroy. CY+3 years.	Episcopal Migration Ministries	Destroy when 2 years old. (NC1-64-77-5 item 17b. New NARA grants schedule specifically describes grant administrative records as usually having little research value. NYS *90366 Destroy after use. New GRS 1.2.30 Grant and Cooperative Agreements
Quarterly Affiliate Federal Reports	Summary report of all Affiliate Monitoring Reports, retained for annual inspection by Federal Department of State inspectors.	Temporary.	Destroy. CY+3 years. Send to Archives for confidential destruction.	Episcopal Migration Ministries	OMB Circular A-133 Audit working papers to be retained 3 years after audit. 22 CFR 145.53 - three years after final report.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Refugee Case Files, Accepted and Settled	Records include biographical information, applications for refugee status, 30, 90 and 180 day reports from affiliates. Confidential record.	Selective retention.	Send to Archives CY+1 year after end of fiscal year and retention review .	Episcopal Migration Ministries	Federal Register Volume 77, Number 24 - records are covered by Privacy Act, FOIA State-59 explains procedure for access to data. DOS Immigration and Natural. Contractors with federally certified electronic record keeping systems are not required to create printed records.
Refugee Case Records, Electronic Data	A master file of all client cases, including vital data, arrival/settlement date, receipts, disbursements, and other data pertinent to the acceptance of the client have been kept since 1992 in an electronic database. Related data sets include travel loans, grant accounting of relationship with associates, and statistical data gathered from reports for purposes of program accountability. Confidential record.	Selective retention.	Consult with Archives for appraisal of database to replace paper copies and secure an archival record of the database. Confidential destruction for data not retained by Archives.	Episcopal Migration Ministries	Federal Register Volume 77, Number 24 - records are covered by Privacy Act. Retention at DOS is 15 years then destroy (DOS schedule chapter 25) Retention schedule N1-292-90-4 has master file of earlier database transferred to NARA for every 5 years but does not comment on retention. Olympia has permanent retention of data for historical purposes. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Resettlement and Placement Grants, Not Awarded	Submission, denial of grant with feedback report.	Temporary. CY+2 years after denial of grant.	Destroy.	Episcopal Migration Ministries Accounting Office	New GRS 1.2 Grant and Cooperative Agreements schedule has unsuccessful application retained for 3 years after final action.
Travel Loans	Includes promissory note (travel note), collection reminders, and payment correspondence. Confidential record.	Temporary. CY+3 years after final payment.	Destroy confidentially.	Episcopal Migration Ministries Accounting Office	31 USC. 3718, DOS regulations? Office of Refugee Management NC-174-198 - travel loans three years after final payment. The schedule is from 1974, so possibly superseded, found on current NARA website http://www.archives.gov/records-mgmt/rcs/schedules/departments/department-of-labor/rg-0174/nc-174-000198_sf115.pdf . Federal Register Volume 77; Number 24 explicitly states that Privacy Act covers refugee records.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Travel Loan Payment Reduction, Deferment and Cancellation Applications	IOM application forms for six month payment reduction, four month payment suspensions, or cancellation of the entire loan. Also includes evidence of expenses, Social Security disability benefits approvals and death certificates.	Temporary. Retain until audit is complete.	Send to Archives after audit for confidential destruction.	Episcopal Migration Ministries Accounting Office	
Specific Retention Schedule: Finance—Administration					
Annual Financial Statements and Audit Reports	Statement of income, assets and liabilities and Audit report created by external auditors for the DFMS; also includes A-133 reports.	Permanent.	Send to Archives after CY+3 years.	Finance Administration	Skupsky (3rd Ed.) p. 104 - indefinite for financial statements. NYS-GRDS MU 1.[260] - permanent
Audit Confirmations	Management's response to outside audit inquires regarding financial transactions. Includes correspondence with external auditor	Permanent.	Send to Archives after CY+3 years.	Finance Administration	
Audit Work Papers	Work papers and back up files in preparation for and resulting from the annual audit of DFMS accounts.	Temporary. CY+10 years.	Send to Archives after CY+2 years.	Finance Administration	NYS-GRDS MU 2[261] six years
Budget of The Episcopal Church Files, the General Convention Budget	Final statements on all departments for budget requests and General Convention appropriations, including triennial, annual and revised budgets.	Permanent.	Send to Archives after CY+5 years.	Treasurer	90109 NYS-GRDS. Final budget sent to archives with executive files; MU 1 .[54] - permanent.
Budget of The Episcopal Church, Pre-Convention Planning Files	Working documents and final statements for all departments for drafting proposed budget requests for the Executive Council proposed budget to General Convention. Includes triennial, annual and Executive Council revised budgets and notes describing programs and activities.	Temporary. CY+10 years.	Send to Archives for retention review before destruction.	Treasurer/COO	NYS-GRDS MU--51 retained 6 years. Consideration extension because of triennial cycle.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Diocesan Audits and Annual Financial Statements	Statement of dioceses' income, assets and liabilities and Audit report created by external auditors used to verify diocesan pledge amounts against Diocesan/Parochial Reports.	Permanent.	Send to Archives after CY+1 year.	Finance Administration	Canon I.4.6(i) Canon I.6 also Canon I.7.1(a) NYS-GRDS MU 1.[260] - permanent
Diocesan Funding Commitments	Record of annual diocesan commitments and actual payments submitted to the Treasurer. May also include correspondence and memos.	Permanent.	Send to Archives after CY+5 years.	Finance Administration	
Grants Payments and Releases -- Correspondence and Transmittals	Includes grant letter, a Standard Receipt/Acknowledgment form, Statement of Grant Accounting form, and a Narrative Form, correspondence, narrative reports, receipts, other forms. Record copies may be distributed between Accounting and Mission Program departments. Includes UTO, Constable, Conant, and scholarship grants. May contain personally identifiable information.	Selective retention.	Send to Archives after CY+3 years for retention of original grant materials.	Finance Administration	NYS-GRDS MI-1-720 permanent. New GRS 1.2 Grant and Cooperative Agreements schedule creates 10 year after final action retention bucket for most grant files with options to apply for permanent retention of for grant records of historical value.
Operational Audits, Overseas Dioceses	Audits for best business practices generally conducted receiving DFMS block grants in overseas dioceses. Includes final reports, agreements with dioceses and work papers.	Permanent.	Send to Archives after CY+5 years.	Finance Administration	NYS-GRDS - permanent, MI-1 17.[17]
Travel Administration	Weekly invoice statement of travel billed to the DFMS, pre-approval forms, individual trip invoices, and detailed itineraries attached.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Finance Administration	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years
Specific Retention Schedule: Finance—Accounting					
Bank Reconciliations	Reports and worksheets verifying bank statements of ending balance.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	NYS-GRDS 90125 3 years after transaction.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Bank Statements	Reports on all account transactions.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	NYS-GRDS 90124 3 years after transaction.
Cash Letters	Receipts of funds including transmittals and check copies. Also known as Cash Receipts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU1 General accounting sections 245-282 - 6 years, , 90120 - 3 years,
Check Register - Reference Copies	Printouts of check registers used for signature of receipts, preliminary worksheets, lists by payee, and outstanding check reports. These were originally listed separately.	Temporary.	Destroy after use ceases.	Accounting	NYS-GRDS 90125 3 years after transaction.
Check Registers	Annual printouts in check order number of Operating Account and ERD check registers; includes voided check backup.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	NYS-GRDS 90125 3 years after transaction.
Check Requisitions	Invoice, bill or travel and expense report. Also known as Paid Bills or Paid Invoice. Filed in Vendor Files with other accounts payable records. May include personally identifiable information.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU-1 Purchasing section, 90127 - 3 years
Daily Cash Balance and Bank Transaction Reports	Bank reports verifying daily credits, disbursements, and monthly balances. Also known as Cash Connector Reports.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	NYS-GRDS 90124 3 years after transaction.
Daily Deposits	Deposit slips and batch printouts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU-1 Banking section - 6 years, 90120 - 3 years,
General Ledger, Annual Spreadsheet Report from Accounting Software Database	Record of DFMS cash accounts and other assets and liabilities.	Permanent.	Send to Archives CY+1 year after completion of audit in prescribed format.	Accounting	TEC-RMC, UMC, DO-RMM, also recommend as a long-term or permanent record. GRDS MU-1-245 appraise for historical value

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
General Ledger -- Electronic Database	A database accounting system integrated with other financial reporting controls, including accounts payable, receivable and chart of accounts.	Permanent.	Retain final data annually after audit. Consult with Archives to secure a output in prescribed format of complete version annually for permanent retention.	Accounting	TEC-RMC, UMC, DO-RMM, also recommend as a long-term or permanent record. GRDS MU-1-245 says it should be appraised for historical value. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Inter-company Cash Receipts	Internal account transfers for donations, including General Ledger Postings reports and donation receipts.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU1 General accounting sections 245-282 - 6 years, , 90120 - 3 years,
Journal Entries	Account transfer forms and supporting documentation.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU1 General accounting sections 245-282 - 6 years
Paid Invoices	Original vendor invoice and evidence of payment. Also known as Paid Bills. Filed in Vendor Files with other accounts payable records. May include personally identifiable information	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting, Human Resources, Payroll	26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU-1 Purchasing section, 90127 - 3 years
Paid Invoices -- Capital Building	Original invoice and evidence of payment.	Permanent.	Project Manager retains 1 original copy of invoice and payment confirmation. Send to Archives CY+1 year after completion of project.	Building Management	TEC-RMC. DO-RMM; AICPA says permanent. UMC - permanent.
Paid Invoices -- Capital Equipment	Original invoice and evidence of payment.	Temporary. Life of the equipment.	Project Manager retains 1 original copy of invoice and payment confirmation. Send to Archives after CY+5 for full retention period.	Accounting	TEC-RMC. DO-RMM
Statements of Operation, Monthly	Monthly reports of income and expense with supporting detail on certain expense line accounts.	Temporary. CY+1 year after audit.	Destroy.	Accounting	MU-1-21 has six years, redundant
Trial Balances	Monthly report listing of accounts in the General Ledger and their balances.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	Skupsky maximum CY+6

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Wire Transfers	Disbursements via bank transfers. Filed in Vendor Files with related accounts payable records. May include personally identifiable information.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Accounting	Skupsky (3rd Ed.) p. 104 4 yr. min./6 yr. max. NY State (2004 entry) 26 CFR 301.6501 (IRS) - 6 years, CLNY-L Art. 20A 727 - 5 years, NYS-GRDS- MU-1 Purchasing section - 6 years, 90127 3 years
Specific Retention Schedule: Finance—Asset Management					
Fiduciary Account Files	Record documenting the receipt and turnaround of funds by the DFMS acting as agent trustee for other Church beneficiaries. Includes copies of checks, wire transfers, correspondence, and letter of transmittal. Also known as Pass Through Accounts. Confidential record.	Temporary. CY+4 years.	Destroy. Send to Archives for confidential destruction.	Asset Management	NY GRDS MU-1 274 -Periodic reports and similar records 6 years
Gift Annuity Files	Annuity gifts managed on behalf of the DFMS by Church Life. Includes donor application, gift annuity contract, and supporting documentation. Also known as Charitable Remainder Trust. Confidential record.	Permanent.	Send to Archives upon completion of contract and settlement.	Asset Management	NYS-GRDS (MU1)
Gifts, Miscellaneous	Major gifts to the DFMS, not real property or funds (cash, equities, bonds, etc.).	Permanent.	Send to Archives after completion of sale and allocation of funds.	Asset Management	NYS-GRDS (MU1)
Investment Tax Returns	Copies of standard IRS donor tax forms reported by banks on donors investment activity.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	
M-1 Investment Reports	Monthly and annual bank reports on investments and performance, including reconciliations and portfolio fund allocations.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Pooled Income Fund, Beneficiary Files	Participant applications, instruments of transfer, charitable beneficiary form, correspondence, copies of agreements and correspondence. Sometimes called Charitable Funds. Confidential record.	Temporary. CY+6 years after settlement of all accounts.	Destroy. Send to Archives for confidential destruction.	Asset Management	NYS-GRDS (MU1). Could use better citation.
Pooled Income Fund, Contract and Custodial Agreements	Deferred giving agreements and donor gifts of investments. Includes declaration of trust /gifts, power of attorney rulings, supporting correspondence. Confidential record.	Permanent.	Send to Archives after settlement of all accounts.	Asset Management	NYS-GRDS (MU1)
Portfolio Investment Statements	Monthly and annual bank reports on investments. See also M1 Investment Reports, Charitable Funds Pooled Income.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	
Social Program Investments	Loan statements and other unidentified records. Also known as Socially Responsible Loans, Economic Justice Loans, and Alternate Investments.	Permanent.	Send to Archives after settlement of all accounts.	Asset Management	
Quarterly Distribution Reports, All Trust Funds	Income distribution reports, summary of transactions / reconciliations, payout rate notice, journal entries with backup distribution documents, statement of account balances, portfolio account data and work sheets, withdrawal requests, monthly and year-end ledger reports of additions and donations to trust funds with copies of backup accounting documents.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Stock Gifts - Donor Gift Files	Donor letter stating intent of gift of stock shares, brokerage receipt. 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	NYS-GRDS MU-1-339 permanent
Trust Fund Files, Outside Trusts	Records of trusts secured by third party held for the benefit of the DFMS or ERD. Includes statements establishing the trust, conditions of use and payment by beneficiary, and correspondence. Confidential record.	Permanent.	Send to Archives after CY+4 years.	Asset Management	NYS-GRDS (MU1)
Trust Funds and Bequests Files	Central documentation on the DFMS's trust funds; may include original gift or bequest, conditions of use, payments by beneficiary, interpretations and guidelines, corporation votes, distribution notices, and correspondence. Confidential record.	Permanent.	Send to Archives after CY+4 years.	Asset Management	NYS-GRDS (MU1)
Trust Funds, Annual Report	Official register of the investment portfolio, names and descriptions of trust funds, and information on trust fund shares and market value in publication form. Also known as "The Trust Fund Book."	Permanent.	Send 2 fair copies to Archives upon publication.	Asset Management	New York Prudent Management of Institutional Funds,
Trust Investment Income Statements	Includes Outside Trusts, Pooled Income Funds, and DFMS Endowment Funds.	Temporary. CY+6 years.	Send to Archives after CY+1 year for full retention period. Confidential destruction.	Asset Management	NYS-GRDS (MU1)

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Unitrust Accounts Donor Files	Individually managed trusts; trust agreement, copies of beneficiary's income tax forms, correspondence with donor, check copies, investment and brokerage house statements, and form of application establishing trust, death certificates. Managed for the DFMS by the Episcopal Church Foundation. Confidential record.	Permanent.	Send to Archives upon completion of contract and settlement.	Asset Management	NYS-GRDS (MU1)
Specific Retention Schedule: Finance—Payroll					
Employee Earnings Register	Annual report documenting all compensation and deductions for all DFMS staff members. Issued as the last payroll period register. See also Payroll Registers. Confidential record.	Indefinite retention.	Send annual output report from payroll system to Archives in a prescribed format.	Payroll	NYS-GRDS (MU-1-345a) 55 years. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Payroll Administration and Correspondence -- Missionary Files	Missionary data sheet, check requisitions, pension payment records, payroll office notes, business and financial correspondence. Confidential record.	Selective retention.	Send to Archives after CY+1 year of termination of employment and benefits.	Payroll	NYS-GRDS (MU) 6 years. 29 CFR 516.5
Payroll Administration and Correspondence Consultant Files	Records for one-time payments and short term contracts. Includes check requisitions, invoices, copies of contracts, and business correspondence. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	NYS-GRDS (MU) 6 years
Payroll Administration and Correspondence Files	Copies of payroll tax filings, payroll deduction forms and other business memoranda. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	NYS-GRDS (MU) 6 years
Payroll Change Logs	Notices of Human Resources Director approval of payroll changes and supporting documentation. Confidential Record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Human Resources Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Payroll Management System	Creates and stores payroll records in electronic form including Earning Registers, Payroll Registers, Tax Filings and W-2s. Currently UltiPro and located in the Cloud. Confidential record.		Requires appraisal and retention plan.	Payroll	NYS-GRDS MU-1 See Payroll section
Payroll Registers Year-end Report	December report serves as the Annual Employee Earnings Register. Confidential record.	Permanent.	Send print out from payroll system to Archives after CY+2 years.	Payroll	ADEA, Equal Pay Act, FLSA, FMLA, Federal Insurance Contribution Act, Federal Unemployment Tax Act, Federal Income Tax Withholding, Lilly Ledbetter Act, 29 CFR 516.5, NYS-GRDS (MU-1-345a) 55 years
Payroll Registers, Biweekly, Monthly and Quarterly	Reports generated for each pay period with compensation payments and deductions for each employee, including: Statistical Summary, Payroll Summary, Labor Distribution Report. Covers registers for: DFMS, Missionaries, ERD, Consultants, and Retirees. Last pay period register is retained as the cumulative Employee Earnings Register. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	NYS-GRDS MU-1-345c 6 years
Payroll Tax Register	Record of taxes paid for all employees and consultants for all departments for filing with IRS and state tax authorities. Also known as Wage and Tax Register. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	NYS-GRDS (MU) 6 years - See Payroll section
Payroll Tax Statements	Includes Federal tax forms: W-2, 1099, 945 and other paid compensations. Confidential record.	Temporary. CY+6 years.	Send to Archives after CY+2 years for full retention period. Confidential destruction.	Payroll	NYS-GRDS (MU) 6 years - See Payroll section
Pension Supplement Files	Payroll reports for DFMS employees receiving special pension supplements. Confidential record.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	Payroll	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Time Sheets	Form recording working hours of non-exempt and temporary staff, signed by employee and supervisor.	Temporary. CY+3 years.	Destroy. Send to Archives for confidential destruction.	Payroll	NYS-GRDS 90018 B-weekly payroll, CY+3
Specific Retention Schedule: General Convention Secretariat					
Conflict of Interest and Sexual Misconduct Policy Acknowledgments	Forms signed by all DFMS employees and governing bodies members reporting on potential conflict of interest and acknowledgment of receipt and understanding of both Conflict of Interest and Sexual Harassment and Abuse policies.	Indefinite retention.	Send DFMS employee forms to Archives with Personnel Files for indefinite retention. Send governing bodies members' forms after CY+3.	General Convention Office for governing bodies, and Human Resources Office for DFMS employees	GRS Schedule 25 Gives 6 years for training.
Constitution and Canons of The Episcopal Church	Published as a separate volume to the Journal edition containing the amended ecclesiastical law of The Episcopal Church. See also the Journal and the Reports to General Convention.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Diocesan Journals	Annual publication of record from diocesan conventions or councils submitted to the General Convention Secretariat. Contains the convention minutes, official clergy lists, official acts, revisions to constitutions and canons, directories, and other annual reports.	Permanent.	Send to Archives after CY+3 years; consult with Archives to secure e-publications for archival retention.	General Convention Office	2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Event Arrangement Records: Data and Files, Meeting and Conference Arrangements	Travel reservations/ confirmations, venue reservations, housing and lodging accommodations, copies of service contracts, and registrations. May include personally identifiable information.	Temporary. Office retains copy 6 years for administrative purposes.	Send to Archives after CY+6 for confidential destruction. Event records sent to Archives with Extranet data transfer will be destroyed at time of intake, appraisal, and accessioning. Note: Only data required to maintain data table relationships that are fixed to supporting attendance records and meeting dates & locations will be retained.		
GC Arrangements	Statistics, email, and control forms used to executive the business of hosting a GC session, including vendors, volunteers, facilities use, event scheduling, telecommunications access, and visitor services. May contain personally identifiable information.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	
GC Contracts and Agreements	Agreements regarding the use of buildings, rooms, and services such as voting, recording, catering or similar on-site amenities negotiated by the GC manager.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	26 CFR 301.6501 (a) 1 CY+3, 26 CFR 301.6501 (f) 1 CY+6, 26 CFR 31.6001-1 CY+4
GC Design and Graphic Art	Special design work executed for the General Convention, including logos, banners, and posters.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	
GC Housing Registrations	The Housing Database stores information about location and dates of accommodation for General Convention participants whose arrangements are made through the General Convention Office. May contain personally identifiable information.	Temporary. Retain until verification that related databases will not be corrupted.	Destroy confidentially.	General Convention Office	Personal data must be protected.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
GC Housing Registrations	The Housing Database stores information about location and dates of accommodation for General Convention participants whose arrangements are made through the General Convention Office. May contain personally identifiable information.	Temporary. Retain until verification that related databases will not be corrupted.	Destroy confidentially.	General Convention Office	Personal data must be protected.
GC Planning Records	Minutes, notes, memoranda and planning documents created by the Convention manager.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	
GC Special Events	Planning and implementation files on worship, youth events, Women's ingathering, forums, and other special programs.	Selective retention.	Send to Archives after CY+6 years for retention review.	General Convention Office	
Interim Body Contracts and Agreements	Agreements regarding the use of buildings, rooms, and services such recording, catering or similar on-site amenities negotiated by the General Convention Office for Interim Bodies meetings.	Temporary.	Send to Archives after CY+6 years for final review and confidential destruction.	General Convention Office	26 CFR 301.6501 (a) 1 CY+3, 26 CFR 301.6501 (f) 1 CY+6, 26 CFR 31.6001-1 CY+4
Interim Body Data and Files -- Meeting and Conference Arrangements	Includes travel reservations and confirmations, venue reservations, housing and lodging accommodations, and registrations. May include personally identifiable information.	Temporary. CY+6 years in system retention.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult Archives on the transfer of an copy of the electronic record in a format prescribed by the Archives for final review and confidential (certified) destruction on all media and backup copies.	General Convention Office	See summary of discussion about retention of meeting arrangements held in the Extranet with Patrick Haizel, Fiona Newman, and Corrinne Collett, GCO-Events-Retention-Haizel_2020-07-10.pdf, Retention Schedules\Revision Information\DFMS Departments

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Journal of General Convention	Official publication of the General Convention containing the certified minutes of both Houses, a directory of both Houses and governing bodies. Also includes the minutes of interim and special meetings of the House of Bishops, the Episcopal Church Budget, and reports of the Registrar and the Recorder of Ordinations. See also the Constitution and Canons, and the Reports to General Convention.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Messages - Extranet	Content and Attachments Communications that provide evidence of the formulation and outcomes of business activities, including decisions, procedures, policies, guidance, authorizations, business reporting, and accountability for actions.	Selective retention. Maintain a sequestered version of the dataset until verification of a complete transfer to Archives.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult Archives on the transfer of an copy of the electronic record in a format prescribed by the Archives.	General Convention Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Personal Name Datasets -- Extranet	A comprehensive set of data of contact information and profiles of people and entities belonging to the Episcopal Church, its organizational parts, and official networks, including: directories of General Convention deputies and bishops, members of Interim Bodies, consultants, DFMS and other Episcopal Church staff members, and bishops' spouses. The personal profile may include personally identifiable information (e.g., birth dates) and sensitive personal information.	Selective retention. Maintain a sequestered version of the dataset until verification of a complete transfer to Archives.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult Archives on the transfer of a copy of the electronic record in a format prescribed by the Archives. Retain common "directory information: name, addresses, title, order, and diocese/province and all other data elements critical to the functionality of the Extranet database. Remove personal identifying information, including relationships, preferences, and similar ephemeral data. Confirm certified confidential destruction of personal and obsolete data on all media and backup copies.	General Convention Office	
Publication Editing Files	Preparation records for official canonical publications of the General Convention including Journal, Blue Book and the Constitution and Canons. Includes resolution files, CCAB correspondence and reports, supplementary reports from officers, agencies, task groups, House of Bishops, publication format schema, drafts and corrected proofs, and standards manuals.	Selective retention.	Send to Archives following publication of the next Journal of General Convention for retention review.	General Convention Office	
Publication Production Records	Vendor correspondence and contract negotiations, bids and proposals, publisher's proofs and approvals, copies of invoices and payments.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Publications, General Convention Entities	Publications generated by CCABs and other official Church bodies/agents in the governance structure, including websites, blogs, videos, pamphlets, posters and any item created for wide or limited public distribution.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	General Convention Office	2000-A015 Request Deposit of Church's Published Works in the Church Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation
Reports Occasional of Episcopal Church Bodies, Final	Final submission copies of reports and similar responses delivered to fill a charge or governing body request.	Permanent.	Send electronic data to Archives after CY+1 year. Send print records after CY+3 years. Retain official record copy in Extranet for transfer within six months of conclusion of the triennium.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Reports of Governing Bodies, Discussion and Working Drafts	Iterations of formal reports on major topics and assignments typically distributed for review and comment beyond the drafting group.	Selective retention.	Retain official record copy in Extranet for transfer within six months of conclusion of the triennium. Select and retain substantive draft versions that document the evolution of major changes in policy or practice regarding the structure, purpose, function and activity of the Church in an area of mission or governance.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Reports to General Convention (the Blue Book)	Collected and published reports of official governing bodies and organizations that meet between Convention. 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	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Summary of Actions	A 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	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Supplemental Liturgical Texts and Work Files	Liturgical texts, comments and surveys, committee communications, minutes, studies, drafts, and supporting documents for the development of worship materials as requested or approved by the General Convention.	Permanent.	Send working files to Archives CY+3 years after completion of liturgy, and/or retain official record copy in Extranet for transfer to Archives after conclusion of the triennium.	General Convention Office	
Trial Liturgies	Liturgies designated by General Convention as a local worship option.	Permanent.	Send to Archives CY+3 years after completion of liturgy.	General Convention Office	
Whistleblower Case Files	Reports of dishonest, fraudulent or other illegal activities submitted to the DFMS's Compliance Officer. Also includes documentation of the follow up investigation. See also Disciplinary Case Files. Sealed confidential record.	Indefinite retention.	Send to Archives after conclusion of the case and settlement of all outstanding matters.	General Convention Office	
Specific Retention Schedule: General Convention Session Records					
Audio Session Recordings of the House of Deputies and House of Bishops	Audio recordings of the floor discussions and actions in each House, used to verify events and substantiate the minutes.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Commission and Committee Working Files -- Members' Copy	Files, documents, correspondence, survey returns, and other working papers created or gathered in the course of a governing body's deliberations, and not necessarily recorded in the formal record of the Extranet. Includes supplementary records held by the body's chair person, secretary, or key member.	Selective retention.	Send records to Archives for retention review after use ceases to ensure completeness of the historical record.	NA	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies - send to Archives
Committee Reports, Source Documents and Final Copy	Proposed resolutions in the form of a "report" to a house of General Convention containing the legislative committee's amendments and recommendation for action. Original Committee reports are source documents containing signatures, amendments, revisions and approvals used to create the final copy for distribution and vote. Both copies are retained for purposes of validation. See also Messages.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Daily Calendars, General Convention	Daily journal of regular, supplementary and consent calendars of resolutions proposed for vote by either House of General Convention. A record copy is printed and kept in the House Secretariat's Day Files.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention. Requires further appraisal.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Day Files of the Secretariats, GC	A central file of documentation maintained in 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	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
House of Deputies Certifications and Roll Calls	Official database 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	
Directory of the General Convention	Official database list of triennial officers, commission and committee members, Deputies and Bishops of General Convention with key contact information.	Permanent.	Consult with Archives to transfer cumulative e-record versions at the conclusion of each triennium. Retain official record copy in Extranet for transfer within six months of conclusion of the triennium.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Draft Narrative Minutes of the House of Deputies and House of Bishops	Draft minutes created on site to capture the floor proceedings of each legislative house of General Convention. Created daily for review by the Certification Committees.	Temporary.	Destroy after publication of the Journal of General Convention.	General Convention Office	
Extranet Documents, Files, and Metadata; Governing Bodies.	A central electronic dataset containing the master record file of the governing bodies of the General Convention and Executive Council. Includes official minutes, reports, budgets, rosters, and other communication. System contains key identifying metadata on document source, use, date, group relationship, and versioning.	Selective retention. Maintain a sequestered version of the dataset until verification of a complete transfer to Archives.	Secure each triennium's dataset within 1 month of the adjournment of General Convention. Consult Archives on the transfer of a copy of the electronic record in a format prescribed by the Archives.	General Convention Office	
Floor Amendments	Amendments to Resolutions made from the floor of the House during session.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
General Convention Accounts Payable and Reimbursements - Office Copies	Invoices, expense reports, evidence of payment and supporting documentation for General Convention expenses. May include personally identifiable information.	Temporary. CY+6 years.	Destroy. Send to Archives for confidential destruction.	General Convention Office	NYS-GRDS 90126 - 6 years after payment.
General Convention Registrations	An online tool to for General Convention participants to register, define their role at Convention and pay fees. The General Convention Office uses the data for administrative purposes. May contain personally identifiable information.	Temporary. Use or CY+1 year.	Destroy confidentially.	General Convention Office	
Hearings Attendance Sheets, GC Legislative Committees	Sign up sheets for those giving testimony on resolutions.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	
House of Bishops, Roll Calls and Rosters	Official roster of the members of the House of Bishops and attendance rolls. Record may be kept in the Extranet.	Permanent.	Deposit working files to Archives after completion of project or CY+3 years, and/or retain official record copy in Extranet for transfer to Archives after conclusion of the triennium.	General Convention Office	
Legislation, Final	Resolutions passed by both houses incorporating all substitutions and amendments, or rejected. Created in the legislative processing system; printed and kept by the Secretariat.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Legislation, Messages	Formal notification between the two Houses communicating an action taken on legislation. Printed copies are kept in the Houses' Message Secretary's Notebooks and the Resolution Master Files. An electronic copy is maintained in the Legislative Processing System.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Legislation, Proposed	Original resolutions as submitted by CCABs, Bishops, Dioceses and Deputies to the General Convention. Created as an electronic record in the legislative data management system.	Permanent.	Send electronic version in a format prescribed by the Archives CY+1 year after the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Legislative Committee Assignments	Register of individuals who hold appointments to legislative committees of General Convention. Created and maintained in the General Convention Extranet software system.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	
Legislative Processing System Data Records	An electronic record and business process management system that stores and tracks floor actions of General Convention. The system tracks resolutions in their various states: Committee reports, House messages, floor changes, and calendaring.	Selective retention.	Send a permanent electronic record of all states of legislative action in an archival format as prescribed by Archives within six months of the close of General Convention. Maintain the dataset for 3 years after publication of the Journal.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Message Secretary's Notebook (HB)	Printed copies of all Messages incoming and outgoing kept in resolution order. May include a register or index log.	Temporary.	Destroy after publication of the Journal of General Convention.	General Convention Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Minutes and Docket of Meetings, Governing Bodies -- Central Copy	The formal record of a meeting, including the minutes approved, agenda, and all documents and communication distributed for the meeting; also called Proceedings. Records may be held in the Extranet document management system.	Permanent. Maintain the sequestered version of the dataset until verification of full and accurate transfer to Archives.	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.	General Convention Office	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies - send to Archives. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Minutes and Docket of Meetings, Executive Council -- Electronic Master Copy	The formal record of Executive Council meetings, including the minutes approved, agenda, and all documents and communication distributed for the meeting; also called Proceedings.	Permanent.	Send to Church year accumulation (Fall, Winter, Spring) to Archives after the Spring meeting minutes are final and all documents have been received.	General Convention Office	
Minutes of the (Cognate) Legislative Committees of General Convention	Notes kept by the Committee secretary concurrently with the deliberations and decisions affecting each resolution referred to the Committee. May also include Hearings attendance sheets.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	
Minutes of the House of Deputies and House of Bishops -- Certified Final Copy	Narrative minutes of the two legislative houses and certified by the cognate Committees on the Certification of Minutes. Also known as Final Minutes. Record copy held as an electronic record.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies - send to Archives
Platform Minutes of the House of Deputies and House of Bishops	An action-based record kept in standard format to record essential floor actions and events affecting every resolution reported to each legislative house of General Convention. Also called the Action Book.	Permanent.	Send to Archives after CY+1 year after the adjournment of General Convention.	General Convention Office	

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

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Web and Social Media Communication of Governing Bodies	Messages, postings, blogs, email and attachments stored on externally managed (non-DFMS) services.	Permanent.	Consult with Archives for evaluation and retention decision. Send snapshot within 3 months of the adjournment of General Convention.	General Convention Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Specific Retention Schedule: General Convention House of Bishops					
House of Bishops Committee Records	Reports and other documents arising from the standing (Pastoral, Advisory, and Religious Communities) and special committees of the House, (including Theology, Pastoral Development, and Planning). <i>Note: A limited number of House of Bishops committee records are held in the Extranet.</i>	Permanent.	Send working files to Archives after completion of project or CY+3 years, and/or retain official record copy in Extranet for transfer to Archives after conclusion of the triennium.	House of Bishops	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies - send to Archives
House of Bishops, Secretary's Files	Includes minutes, planning and arrangements, official rolls and rosters, agenda and schedules, committee interim and final reports, and presentations. Kept by the Secretary of the House of Bishops and in some cases the Presiding Bishop.	Permanent.	Send to Archives after CY+5 years.	House of Bishops	
Specific Retention Schedule: General Convention House of Deputies and President of the House					
Addresses and Sermons, President of the House of Deputies	Creative works, writings, video and audio productions.	Permanent.	Send to Archives CY+5 years or sooner if inactive.	President House of Deputies	NYC-GRDS-90366 states general administrative records of executives may have long term value and should be appraised by the NYS Archives. MI-1-198 all executive's files of substance are permanent.
Appointments to Governing Bodies, President of the House of Deputies	Correspondence and records pertaining to the appointment process for official entities of General Convention, Executive Council, and other TEC governing bodies.	Permanent.	Send to Archives after CY+5 years.	President House of Deputies/Executive Officer	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Council of Advice to the President	Minutes and communications. Confidential Record.	Permanent.	Send to Archives after CY+5 years or after end of term, <i>which ever comes first.</i>	President of the House of Deputies	
Electronic Lists, Announcements, and Forums -- House of Deputies	Messages recorded, distributed, and shared across a defined online network of members and guests of the House of Deputies.	Permanent.	Consult with Archives each triennium for retention decision. Retain inactive data until Archives review.	President of the House of Deputies	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
HD Committee Records	Reports and other documents arising from the standing (State of the Church) and special committees of the House (e.g. Rules Revision).	Permanent.	Send to Archives after CY+3 years.	President of the House of Deputies	90372 Minutes, Agendas, Meeting Files and Recordings of Governing and Advisory Bodies - send to Archives
Official Correspondence of the President of the House of Deputies	Inquires, 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	
Specific Retention Schedule: General Convention Registrar					
Letters of Ordination and Consecration to the Episcopate	Registrar's copy of certificates signed by co-consecrators and sealed as authentic at the time of the consecration and ordination of a bishop.	Permanent.	Send to Archives 6 months after ordination.	General Convention Office - Registrar	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Ordination and Consecration Central File	Standard file of documents to validate episcopal orders including Election Certificate, signed Testimonials, Evidence of ordination as Deacon and Priest, Certificates of Consents of Standing Committee, Article VIII Declaration, Requests for House Consents, Letters of Acceptance, Ordination Certificate, Physician's Certificate, Psychiatrist's Certificate; May also include, service program, signed consent ballots; signature list of Clerical and Lay Delegates on election testimonial; correspondence between the presiding bishop and election bodies regarding required and pertinent records. See also Bishops' Files.	Permanent.	Send to Archives 6 months after ordination.	General Convention Office - Registrar	
Specific Retention Schedule: General Convention State of the Church					
Annual Report on the State of the Church	Report produced each year for the State of the Church Committee and the Executive Council from statistical data analysis of returns by congregations and dioceses, including trend analysis.	Permanent.	Send to Archives after CY+2 years.	General Convention Research Office	
Parochial and Diocesan Reporting -- Data Control Files	Record of each year's report form, data table, data definition, and instruction set for participants.	Permanent.	Send data to Archives annually.	General Convention Research Office	2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Parochial and Diocesan Reports -- Data Filings	Standardized statistical and demographic data submitted annually by the congregations and dioceses of The Episcopal Church. Includes data on membership, financial status, Church services, educational and outreach programs, stewardship and employment. Currently a database.	Permanent.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	General Convention Research Office	Currently a database. Requires a retention plan. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Statistical Reports on Church Membership and Congregational Status	Occasional reports generated from the annual statistical filings for purposes of presenting data to the Sate 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	
Specific Retention Schedule: Legal					
Articles of Incorporation	Formal document establishing the creation of a corporation and filed with the state or other regulatory agency. Includes name, address and rules governing the management of the corporation. Also known as Certificate of Incorporation or the Corporate Charter.	Permanent.	Send to Archives after creation; send other source documents after administrative use ceases.	In-House Counsel Office	Skupsky 103 Indefinite. ELCA: Send copies to the synod or regional archives, permanent. IFRS - Permanent. Olympia ties incorporation to parishes - permanent. UMC - permanent, send to General Secretary. NYS-GRDS - MI-1 has several citations: General/Community College Misc. **1 [58], Libraries 1.[254], Local Dev. Corporation 9.[271] - permanent. Also MU-1 (334) ED-1 - NYS-GRDS
By-Laws	Official rules adopted by the organization to guide governance structures and procedures.	Permanent.	Send previous versions to Archives after every revision or amendment.	In-House Counsel Office	Skupsky 103 Indefinite, AICPA - permanent. ELCA: Send copies to the synod or regional archives, permanent. UMC - send previous version to Archives after amendment - Permanent. NYS-GRDS - MI-1 has several citations: General/Community College Misc. **1 [58], Libraries 1.[254], Local Dev. Corporation 9.[271] - permanent/ Also MU-1 (334) ED-1 - NYS-GRDS

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Charters	The governing body's grant of authority or rights to a subsidiary part of the Church, recognizing the subsidiary as exercising certain specified rights.	Permanent.	Send original copy to Archives after creation; send other source documents after administrative use ceases.	In-House Counsel Office	Skupsky 103 Indefinite. ELCA: Send copies to the synod or regional archives, permanent. NYS Retention Schedule MI-1 Misc.- **1.[58] - permanent. Also MU-1 (334) ED-1 - NYS-GRDS
Contracts - Liability Insurance	Includes contract, certificates of insurance.	Permanent.	Send to Archives after expiration of contract.	Finance Administration	Skupsky says typical is 6 years, but has maximum period as 20. Several sources has insurance policies as permanent.
Contracts - Pension Plans	No information available.	Indefinite retention.	Send to Archives after superseded.	Finance Administration	
Contracts for Major Repairs and Alterations	Legal agreements with individuals and organizations for purchase of building related goods and services.	Indefinite retention. Retain for life of building or CY+6 after end of occupancy	Send to Archives CY+3 years after termination of contract for full retention period. Confidential destruction.	Building Management retains copy for indefinite retention.	CP 213 refers to 6 year limitation. Retention may need to read 6 years after occupancy ends. NYS GRDS MU-1-478 6 years after life of building
Contracts for Minor Repairs and Maintenance	Legal agreements with individuals and organizations for purchase of building related goods and services.	Temporary. CY+6 years.	Send to Archives CY+3 years after termination of contract for confidential destruction.	Finance Administration	CP 213 refers to 6 year limitation. NYS GRDS MU-1-895 6 years, but note cumulative record should be kept for life of building. Need to survey to see if this record is created.
Contracts, Service -- Finance Office Payment Copy	Signed original contracts for services retained as a control. May include personally identifiable information.	Temporary. CY+6 years after termination of contract.	Destroy. Send to Archives for confidential destruction.	Finance Administration	90126 6 years after termination of contract
Copyrights and Permissions	Copyright filings for registered works of the DFMS, and permissions received by other owners of copyrights for authorized re-use of their works by DFMS agents.	Permanent.	Send to Archives after CY+2 years.	All Departments	
Property Files	Including lease agreements, tax and/or exception records, conveyances, deeds, appraisals, records of sale.	Permanent.	Send certified copy to Archives.	Finance Administration	CPLR, sec. 211 (c) and (d) - 20 years contract related to real property, Section 213 of the Civil Practice Law and Rules - 6 years after expiration of lease. Skupsky deeds, titles are active +20,
Tax Exempt Certificates	IRS & Franchise Tax Board Exemption status letters and applications.	Permanent.	Send original certificate to Archives; send other source documents after administrative use ceases.	In-House Counsel Office	ELCA: permanent. United Methodist Church - permanent

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Trademark Registrations	Registrations and renewals of trademark received from the United States Patent and Trademark Office, including copies of application and supporting documentation.	Permanent.	Send original certificate to Archives after receipts; send other source documents after administrative use ceases.	In-House Counsel Office	Skupsky 106 Active +6. AICPA - Permanent. 15 U.S. Code Chapter 22, Subchapter I has Trademark law. Requires more research to determine which section is relevant to retention.
Specific Retention Schedule: Missionary Service					
Health Insurance Claim Files	Claim forms, explanation of benefits letters, correspondence regarding insurance coverage. Kept separately and dated. See also Medical Benefits Files. Confidential record.	Temporary. CY+6 years.	Send to Archives CY+3 years after missionary is made inactive for full retention period. Confidential destruction.	Mission Personnel	
Mission Field Opportunities Files	Correspondence received from dioceses and parishes requesting appointment of missionaries.	Permanent.	Send to Archives after CY+5 years.	Mission Personnel	
Missionaries, Communications File	Email messages, correspondence, and blog postings created by TEC missionaries and received by the Director of Mission Personnel. May also include post-service correspondence updating DFMS on re-entry experiences and prospects, which is separately filed.	Permanent.	Send to Archives CY+3 years after missionary is made inactive and add to file as needed.	Mission Personnel	Retention for substantive correspondence.
Missionaries, Declined Applicants	Includes applications and correspondence. May include personally identifiable information.	Temporary. CY+5 years.	Destroy. Send to Archives for confidential destruction.	Mission Personnel	
Missionary Databases	Contains contact information and service data. Confidential record.	Selective retention.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	Mission Personnel	Requires retention plan. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Missionary Personnel, DFMS	Central service and personnel file including appointment letters, medical examinations, evidence of training, travel records, debriefing, field reports, email correspondence, repatriation arrangements, fundraising, stipendiary data, student and deferments. Covers Appointed Missionaries, Young Adult Service Corps (YASC) and Volunteers for Mission. Confidential record.	Permanent.	Send to Archives CY+3 years after missionary is made inactive.	Mission Personnel, Human Resources Office	
Specific Retention Schedule: Personnel Management					
Recruitment and Search Files	Job description, postings and ads, recruitment firm correspondence, and candidate criteria. Created when filling a vacancy. See also Applications for Employment.	Temporary. CY+4 years after position is filled.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	
Applicant Files -- unsuccessful	Resumes, application letters, writing samples, and interview notes. Confidential record.	Temporary. CY+4 years after position is filled.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	
Executive Search Committee Records	Position descriptions, applicant submissions, committee minutes and correspondence.	Selective Retention.	Send to Archives 2 years after position is filled. Retain minutes, correspondence, and records of position finalists for indefinite retention.	Human Resources Office	
Missionary Personnel, DFMS	Central service and personnel file including appointment letters, medical examinations, evidence of training, travel records, debriefing, field reports, email correspondence, repatriation arrangements, fundraising, stipendiary data, student and deferments. Covers Appointed Missionaries, Young Adult Service Corps (YASC) and Volunteers for Mission. Confidential record.	Permanent.	Send to Archives CY+3 years after missionary is made inactive.	Mission Personnel, Human Resources Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Applications for Employment, Hiring Files	Records associated with hired employees including application, resume, notes, references, job description and postings, skills tests, background check and drug test results, offer letters, and completed checklist. Confidential record.	Selective retention. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 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	Fair and Accurate Credit Transactions Act (FACTA) requires shredding of credit reports
Employee Service Records	A cumulative and comprehensive record of all job and compensation changes. Basic employee data, Compensation records, promotion, demotion, transfer and benefits. Confidential record.	CY+6 years minimum after termination of employment and benefits.	Send to Records Office with Personnel File 1 year after termination of employment and benefits for full retention period.	Human Resources Office	Employer shall keep basic employee data for 3 years after termination; 6 years if benefits are included in file
EEO Self-Identification Data Forms	Optional reporting form completed by applicant to satisfy DFMS-Equal Employment Opportunity Act standards.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	
I-9 Forms	Required Department of Homeland Security employment eligibility verification form. Confidential record.	Temporary. Minimum CY+3 years after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	
Pay Rate and Payday Notice	Acknowledges receipt of pay rates for exempt employees as required by New York State Department of Labor. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
DFMS Policy -- Employee Acknowledgments	Acknowledges acceptance of key policies including Human Resources Policies Guide, Records Ownership, Sexual Harassment, and Conflict of Interest.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	
Emergency Contact Data Sheets	Updated by employee as needed. Includes personally identifiable information.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NARA GRS Civilian Personnel Records Section 1.10 -a, temporary - retain until obsolete or until termination of employment.
Performance Reviews	Signed annual assessments and reviews. May also include performance improvement plans.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NARA GRS Civilian Personnel Records Section 1.23 has performance reviews retained for 3 to 5 years depending on position.
Special Leave Records	Documents pertaining to educational and personal development leave. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	
Employment Separation Records	Resignation, separation agreement, medical benefits termination, notes, and checklist. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	Minimum 6 years after termination of employment and all benefits.
Personnel File Access Logs	A signed record of access to a file by authorized non-HR staff.	Indefinite retention.	Retain with Personnel File. Send to Archives with Personnel File.	Human Resources Office	5 CFR 293 outlines safeguards for protection of personnel records.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Disciplinary Case Files	Records produced to document incidents formally investigated by HR personnel and executive management relating to employees. Sealed confidential record.	Temporary. CY+10 years minimum, or CY+6 years after termination, which ever comes first.	Seal and retain with Personnel File. Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NARA GRS 1.30 has case files retained not less than 4 and not more than 7 years after case is closed. NYS-GRDS 09357-90358 states minimum 10 years and 6 years after termination of employment.
Employees, Contracted	Includes records of employment contracts, negotiated benefits, performance evaluation, standard hire, employee service, and termination. Contracted Employees with Benefits should be treated as a Personnel File. See also Consultant Files. Confidential record.	CY+6 after contract or termination of employment and benefits.	Send to Archives 1 year after termination of contract and benefits for full retention period. Confidential destruction.	Human Resources Office	Service Contract, Davis-Bacon, Walsh-Healey Acts. 10 years after termination of contact.
Employees, Temporary Hire Files	Includes records of short term employment: standard application forms. Also known as Direct Hires. Includes Volunteers. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	Minimum 6 years after termination
Consultants Files, Independent Contractors	Standard consultant contract, scope of work statement, consultant questionnaire, and IRS certification and review documentation. See also Employees, Contracted. Confidential record.	Temporary. CY+6 years minimum after termination of contract.	Send to Archives CY+1 year after termination of contract for confidential destruction.	Human Resources Office	NYS MU 1.[581] 6 years. Skupsky states check with local state laws which run 6 to 10 after termination of contract.
Employees, Unpaid Interns	Includes internship approval form, agreements and letter of termination.	Temporary. CY+6 years.	Send to Archives with Personnel File CY+1 year after termination of employment for full retention period. Confidential destruction.	Human Resources	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Life Insurance Enrollment Forms	Beneficiary information for standard life insurance benefit. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NYS retention schedule notes 213 of NYS CPLR requires minimum 6 years retention.
Retirement Plan Enrollment Forms	Fund and beneficiaries selection, employee contribution forms, and fund transfers after termination. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NYS retention schedule notes 213 of NYS CPLR requires minimum 6 years retention.
NYC TransitChek Commuter Program Forms	Initial enrollment and salary deduction confirmations. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	NYS retention schedule notes 213 of NYS CPLR requires minimum 6 years retention.
Continuing Education and Training Records	Evidence of course work, exemplary accomplishments, and continuing education. May include personally identifiable information.	Selective retention.	Send to Archives with Personnel File for retention review. Confidential destruction for all records not retained by Archives.	Human Resources Office	
Medical Benefits Files	A compilation of medical, health and safety records maintained confidentially in compliance with legal and DFMS policy requirements. Confidential record.	Temporary. CY+6 years minimum after termination of employment and benefits.	Send to Archives with Personnel File 1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	ADEA - Life of plan plus 1. Minimum 10 years after termination.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Continuing Pension and Medical Support Agreements	Agreements, medical claims, records of payment and related correspondence for retired employees and missionaries with on-going medical reimbursement support and/or pensions. Confidential record.	Selective retention. CY+6 years minimum 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	29 CFR 1910.1020(d)(1)(I) ADEA - Life of plan plus 1. Minimum 30 years after termination.
Medical, FMLA Leave and Compliance records	Records and documents relating to certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA. Employee notice of leave, dates and hours of FMLA leave, copy of employer notices, documents describing employee benefits and premium payments, and records of disputes:	Temporary. CY+3 from date of creation or date last in effect	Send to Records Office with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	https://www.ecfr.gov/current/title-29/section-825.500 29 CFR 825.500; NY State Retention Schedule and SHRM requirements
Doctor's Reports (Health and Safety Records)	Letters and forms placed on file as needed. Material safety data sheets and exposure to toxic substances. Whatever would fall under the purview of OSHA and is protected by HIPAA	Temporary. CY+30 years after termination of employment and benefits for employees employed for more than 1 year	Send to Records Office with Personnel File / Medical Benefits File CY+1 year after termination of employment and benefits for full retention period. Confidential destruction.	Human Resources Office	
FSA Enrollments	Personal data submitted to third party vendor including social security number, bank account routing number, and deduction authorization. Confidential record.	Temporary. CY+6 years minimum 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	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Injury Incident Reports	Completed as needed by employee and HR contact.	Temporary. CY+6 years minimum 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	
Inoculation Forms	Records of inoculations received for work and official travel purposes. Confidential record.	Temporary. CY+6 years minimum 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	Minimum 6 years after termination
Medical Leave Requests	Records of FMLA and other medical leave requests including forms and doctor's reports, correspondence, leave calculations and arrangements. Confidential record.	Temporary. CY+6 years minimum 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	Minimum 6 years after termination
Worker Compensation Claims	Records relating to on the job injuries including claim forms and notifications. Confidential record.	Temporary. CY+18 years minimum 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	
Life Insurance Plans	Plan books, coverage summaries (check official name), standard forms and Church Life Corporation correspondence.	Indefinite retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Medical Coverage Plans	Plan books, coverage summaries (check official name), standard forms and vendor correspondence for DFMS's medical health plans and for short and long-term disability; also includes supplementary insurance for extended illness.	Indefinite retention. CY+10 years minimum retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	
Retirement and Pension Plans	Prospectus, plan contracts, related correspondence, and performance for DFMS 403(b), 401(a) and supplementary retirement annuity plans. Includes Church Pension Group, TransAmerica, Prudential Medley, and New York Life Plans.	Indefinite retention.	Send 1 dated copy to Archives CY+1 year after termination of plan.	Human Resources Office	
Invoices, Employee Insurance Coverage	Paid bills to providers of employee health and life insurance. Confidential record.	Temporary. CY+5 years.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	
Pension Custodial Accounts, Reports on Employee Funds	Monthly receipt of fund reports received from the current contracted investment advisors, TransAmerica, Prudential, New York Life, MetLife, summarizing employee contributions to the Society's optional retirement plan accounts.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	Not clear yet if these held so long.
Clergy Retirement Assessment	Quarterly payments to Church Pension Group for DFMS clergy employees. Includes change forms, correspondence, invoices and evidence of payment. May include personally identifiable information.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	Not clear yet if these held so long.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Employee Education and Training Files	Program policy and procedures, annual allocation accounts, employee application forms, tuition proof of payment and grade, check requisition, the employee award letter, supporting documentation supplied by the employee. Significant certifications and degrees received should be placed in the employee's personnel file. May include personally identifiable information.	Temporary. Retain policy and procedures until superseded. CY+7 years for all other records.	Destroy. Shred or send to Archives for confidential destruction.	Human Resources Office	The DFMS Development program seems to be a fringe benefit, with limited tuition reimbursement or coverage.
Human Resources Policy Guide and Handbook	Official record of DFMS standards and practices detailing responsibilities of the organization and employees in the conduct of business.	Permanent.	Send dated copy to Archives after superseded.	Human Resources Office	Skupsky Active plus 10 year minimum.
EEO and Affirmative Action Records	Equal Employment Opportunity studies including salary surveys and staffing analysis reports; also may include evidence of affirmative action hiring and recruitment practices.	Indefinite retention.	Send to Archives after CY+3 years.	Human Resources Office	
DFMS Job Description Files	A compilation of all current job descriptions for all extant positions.	Temporary. CY+1 year after superseded.	Destroy.	Human Resources Office	
Employees, Agency Hire Files	Contact information, personal data and agency payment record. Includes personally identifiable information.	Temporary. CY+2 years.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	
Employee Orientation Files	Includes information on the DFMS and The Episcopal Church.		Requires appraisal.	Human Resources Office	
Resumes and Applications for Employment, Unsolicited	Letters of interest and resumes received outside normal recruitment activities. May include personally identifiable information.	Temporary. CY+1 year.	Destroy. Send to Archives for confidential destruction.	Human Resources Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Benefits Administration Data Worksheets	Spreadsheets created to analyze and summarize DFMS benefits payments.		Requires appraisal.	Human Resources Office	
Specific Retention Schedule: Presiding Bishop—Pastoral Ministry					
Addresses and Sermons, Presiding Bishop	Creative works, writings, video and audio productions.	Permanent.	Send to Archives CY+5 years or sooner if inactive.	Presiding Bishop's Office	NYC-GRDS-90366 states general administrative records of executives may have long term value and should be appraised by the NYS Archives. MI-1-198 all executive's files of substance are permanent.
Anglican Communion, Provinces and Related Bodies, Presiding Bishop Communications File	Correspondence with organizations and individual officials of the Anglican Communion other than the office of the Primate.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Appointments to Governing Bodies, Presiding Bishop	Correspondence and records pertaining to the appointment process for official entities of General Convention, Executive Council, and other TEC governing bodies.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Bishops Files	A personnel-like record for bishops of The Episcopal Church. Includes background materials provided to the Office of the Presiding Bishop prior to election. The file documents the Bishops's official status from election to resignation to retirement and death. Confidential record. (Health information destroyed 6 years after death) we recognize privacy protection for employees regarding medical records (HIPAA) should do the same for Bishops). Files held in confidential encrypted form.	Permanent.	Send resigned bishops files to Archives after Bishop passes.	Presiding Bishop's Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Case Files of the Presiding Bishop's Office	Work files and correspondence regarding personnel matters, clergy disciplinary actions, and other sensitive matters. Sealed, confidential record.	Indefinite retention.	Transfer to Archives CY+5 years after disposition of case.	Presiding Bishop's Office	MU 1 [45] 6 years after close of case legal and appraise for historical value.
Churches in Full Communion with the Episcopal Church, Presiding Bishop Communications Files	Contains correspondence and documents with Churches in full communion with the Episcopal Church. See also Primates Files.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Council of Advice to the Presiding Bishop	Minutes and communications. Confidential Record.	Permanent.	Send to Archives after CY+5 years or when term ends, whichever comes first.	Presiding Bishop's Office	
DFMS Correspondence Files of the Presiding Bishop	Correspondence with DFMS staff and offices, and headquarters agencies.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Events and Invitations of the Presiding Bishop, Regrets	Invitations to events and response from PBO.	Temporary. CY+9 years.	Destroy. Send to Archives for confidential destruction.	Presiding Bishop's Office	
Events Files of the Presiding Bishop	Records of canonical and official visits. Includes correspondence, arrangements, presentations, speeches, materials received at the event.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	UMC - events are described under correspondence.
Necrology and Obituaries	A list compiled in-house on an annual basis of recently deceased Episcopalian bishops. Obituaries written by the Presiding Bishops Office.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Official Gifts to the Presiding Bishop	Materials received as gifts to the Episcopal Church.	Selective retention.	Review triennially for transfer to Archives.	Presiding Bishop's Office	
Pastoral Letters	Messages to The Episcopal Church.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Prayer Lists	Generally kept with House of Bishop's Meeting Files.	Indefinite retention.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Primates Files	Correspondence between the Presiding Bishop and other primates of the Anglican Communion.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Publications Received and Publicity re. Presiding Bishop	Newspaper, magazine, journal articles and other published writings about the Presiding Bishop. Also known as Clippings Files.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Writings, Presiding Bishop	Published articles, commentaries, pastoral teachings, Web blogs, and other writings. Retain final edited version as submitted or received from publisher.	Permanent.	Send to Archives after CY+5 years.	Presiding Bishop's Office	
Specific Retention Schedule: Presiding Bishop—Chaplains					
Chaplain Candidates, Unsuccessful	Records for Federal or Diocesan Chaplains who did not 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	According to Army Regulation 1-165, Endorsements are valid for one year. DoD 1304.28 covers military chaplain documentation. Other citations are standard retention for job applications.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Chaplains Endorsements (Federal)	Biographical data, endorsement applications, correspondence, copies of Ecclesiastical Endorsement by the Bishop Suffragan, letters of recommendation, approval letters (the Diocesan Concurrence), Applicant Advisory Committee recommendations, interview memoranda, academic transcripts, photographs, Transition Ministries Profile, and background checks. Keep with Chaplains Service Records. Confidential record.	Permanent.	Send to Archives CY+1 years after retirement of active service.	Federal Ministries	
Chaplains Federal Database Record	Central database of personnel profile information. Data elements on chaplains include: biographical, family, and educational information, contact information, professional and duty service, and key endorsement data. Before entering a deceased status to a chaplain's records, print a complete report on the chaplain and place in the Chaplain's permanent Service Record file until the electronic file is able to be archived. Confidential record.	Permanent.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	Federal Ministries	Electronic records. No retention plan in place. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Chaplains Semi-Annual Reports	Information regarding the chaplain's status, contact information, statistics regarding sacraments, services and pastoral care, training certificates, awards, and interest in continued service. Keep with Chaplains Service Records. Confidential record.	Permanent.	Send to Archives CY+1 year after retirement of active service.	Federal Ministries	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Chaplains Service Records (Federal)	Central files of personnel records pertaining to federally employed, ordained Episcopal chaplains in the armed forces, Veterans Affairs medical centers and the Federal prison system. Includes endorsements, semi-annual reports, training certificates, 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 years after retirement of active service.	Federal Ministries	
Council of Advice, Bishop Suffragan for Armed Forces	Minutes and communications. Confidential Record.	Permanent.	Send to Archives after CY+5 years or when term ends, whichever occurs first.	Federal Ministries	
Engagement Files	Records of communications with military, governmental, and interfaith bodies involved in matters of faith and armed forces. Includes presentations, testimonies, position papers, and correspondence.	Permanent.	Send to Archives after CY+5 years or when term ends, whichever occurs first.	Federal Ministries	
Case Files of Federal Ministries	Work files and correspondence regarding chaplains' disciplinary actions, and other sensitive matters. Sealed, confidential record.	Indefinite retention.	Transfer to Archives CY+5 years after disposition of case.	Federal Ministries	
Diocesan Chaplains Files, TEC Endorsed	Ecclesiastical endorsement application, the letter of Diocesan concurrence, and certificate. Confidential record.	Permanent.	Send to Archives CY+1 years after retirement of active service.	Federal Ministries	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Pastoral Communication, Chaplains	Communication on personal and private matters with no direct bearing on the health and safety of the chaplain. Confidential record.	Temporary.	Destroy after use ceases.	Federal Ministries	
Sacramental Records, Federal Chaplains	Records of sacraments performed by Episcopal chaplains in the armed services of the United States, Veterans Affairs, and Bureau of Prisons: baptisms, confirmations, and marriages, letters of permission to marry, and letters of transfer. Also includes a register of sacraments. Confidential record.	Permanent.	Send to Archives after CY+5 years.	Federal Ministries	
Specific Retention Schedule: Presiding Bishop—Pastoral Development					
Episcopal Elections, Office of Pastoral Development	Records document the Office's involvement in diocesan elections to the episcopate, which includes consulting memos, consultation advisories, and vetting of nominees, transition processes and the post-ordination process of training by the College of Bishops.	Selective retention.	Retain successful candidate files for Pastoral Oversight/Personnel Record file. Retain consultant communication in Diocesan File. Destroy confidentially all copies of records of unsuccessful candidates after 3 years including psychological and medical reports.	Federal Ministries	
Ecclesiastical Discipline of Bishops, Case Files	Records of disciplinary complaints, investigations, interventions, and processing of Title IV actions regarding bishops; also documents the work of the Disciplinary Board for Bishops	Permanent.	Forward notifications of official Title IV disciplinary actions to canonically designated bodies; transfer records to Archives after death.	Office of Pastoral Development	
Specific Retention Schedule: United Thank Offering					
UTO Administrative and Program Files	Management files for maintaining the UTO network, publicity, Triennial Meeting and supporting the work of the UTO Board.	Permanent.	Send to Archives after CY+5 years or sooner if use ceases.	United Thank Offering	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
UTO Grants Database	Contains grant recipient information, funds distributed and used, and grant status.	Indefinite retention.	Consult with Archives on retention and to transfer snapshot on an annual basis or before major change.	United Thank Offering	Requires appraisal and retirement plan. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Special Schedules					
Bible and Common Prayer Book Society	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records	Permanent.	Send to Archives after current use ceases.	BCPBS	
Clergy Transition Database	Web accessible database containing parish, position and clergy profiles used tool to match jobs with job seekers. Database includes biographical data, personal statements, links, forms, training materials. Confidential record.	Selective retention.	Requires survey.	Transition Ministries	
Conscientious Objectors, Individual Registrations	Individuals registering with The Episcopal Church to qualify for potential CO status. Includes sealed and posted Selective Service System form 1M, supporting documentation and correspondence with the Registrar. Confidential record.	Permanent.	Send to Archives after registration is completed.	Youth	Center on Conscience and War / http://www.centeronconscience.org (TEC is a member) guidelines recommend evidence of religious belief and objection to war be retained. 32 CFR Part 1636 is the Selective Service.
Conscientious Objectors, Register	An index listing of conscientious objector registrations received, the date received, and date acknowledged by the Registrar. Confidential record.	Permanent.	Retain in office. Consult with Archives to verify accuracy.	Youth	Center on Conscience and War (TEC is a member) guidelines recommend evidence of religious belief and object to war be retained. 32 CFR Part 1636 is the Selective Service.

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Conscientious Objector Publications	Information packets, forms, and guidelines distributed by The Episcopal Church to individuals considering registering as Conscientious Objectors. Files are posted on the TEC Website.	Permanent.	Send to Archives the final electronic version in a prescribed format, and 4 copies of print editions. Consult with Archives to secure e-publications for archival retention.	Youth	Center on Conscience and War (TEC is a member) guidelines recommend evidence of religious belief and object to war be retained. 32 CFR Part 1636 is the Selective Service. 2000-A016 Affirm the Responsibility of the Archives for Electronic Records Preservation.
Church Periodical Club	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	CPC	
Colleges and Universities of the Anglican Communion	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	CUAC	
Episcopal Church Foundation	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives as provided by deposit agreement.	ECF	
Episcopal Church Foundation	Building Loans, Paid Off.	Permanent.	Send to Archives as provided by deposit agreement.	ECF	
Episcopal Church in Europe	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after current use ceases.	Convocation Europe	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Episcopal Relief and Development	Administrative and program records of the Executive office and divisional heads. For specific records, see General Records Schedule: General Records.	Permanent.	Send to Archives after use ceases or as provided by specific agency retention schedule.	ERD	
Recorder's Register of Clergy of The Episcopal Church	An official list maintained by the Church Pension Fund acting as Recorder of Ordinations for the General Convention and as custodian of the list.	Permanent.		General Convention Recorder	
Specific Retention Schedule: Information Technology					
Computer security incident handling, reporting and follow-up records	Any security incidents both internally and externally eg. Ransomware, phishing, malware, social engineering, data leaks etc.	Temporary	Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use	IT	
System access records	Records are created as part of the user identification and authorization process to gain access to systems. user profiles, log-in files, password files, audit trail files and extracts, system usage files, cost-back files used to assess charges for system use. Includes records such as: user profiles, log-in files, password files, audit trail files and extracts	Temporary	Temporary. Destroy 3 years after password is altered or user account is terminated.	IT	NARA-GRDS 3.2 Transmittal NO. 33 https://www.archives.gov/files/records-mgmt/grs/grs03-2.pdf
System backups and tape library records	Backup files maintained for potential system restoration in the event of a system failure or other unintentional loss of data. Instrumental and Full	Temporary	Destroy Incremental when supersede by full or when no longer need for restoration. Destroy full when second subsequent is verified or when no longer need for restoration	IT	
Technical and administrative help desk operational records	Incoming requesting, tracking logs, troubleshoot tickets, evaluations and reports generated, FAQs	Temporary	Destroy CY+1 after request is resolved or Business need ceases	IT	

Record	Description	Retention	Disposition	Office of Record	Legal Citation or Source
Specific Retention Schedule: Mailing Services					
Mail, printing, and telecommunication	Records of general day-to-day communication service administration and specific transmission tracking	Temporary	Destroy CY+1	Mail Room	
Lost, destroyed, or damaged shipment records		Temporary	Destroy CY+1	Mail Room	https://faq.usps.com/s/article/Missing-Mail-The-Basics#:~:text=The%20latest%20the%20Missing%20Mail,7%20to%20365%20day%20window.
Mail Reports	Monthly or Quaterly Reports	Temporary	Destroy CY+3	Mail Room	grs05-5.pdf