



TREASURY

Seventh-day Adventist Church
FLORIDA CONFERENCE

RETENTION OF RECORDS POLICY

Document	Time	Suggested System
Receipts / Invoices	6 years	File folders or large envelop per month. Print the checks report for the month and use it as the cover sheet in the monthly folder. The receipts/invoices should be identified with the check number and date. Organize the receipts/invoices by the check number as detailed on the cover sheet.
Time Sheets (Locally Funded)	6 years	File with Receipts / Invoices
Bank Statements / Checks	6 years	Notebook or folder separate from monthly folder. Keep all the period bank statements together in one folder for the upcoming audit.
Tithe Envelopes	3 years or after audit, whichever comes later.	Box – Separate from monthly folder as you can dispose of them earlier.
Journals	Permanently	Notebook or File Folders. Jewel also keeps a record of the journal.
Board Meetings	Permanently	All board meetings in a separate folder for audit purposes.
Insurance Policies	<i>If independently insured, permanently.</i> Otherwise, 6 years	In a separate binder or folder.
I-9s	- For active employees – throughout employment - For inactive employees – 3 years from date of hire OR 1 year after termination, whichever is longer.	
Personnel Records	Permanently	All personnel records should be housed at the Conference Office HR Department.
Legal Documents	Permanently	