

**GREATER NEW JERSEY ANNUAL CONFERENCE
OF THE UNITED METHODIST CHURCH
RECORD RETENTION POLICY**
Approved by the Council on Finance and Administration, January 17, 2009

Policy: It is the policy of The Greater New Jersey Annual Conference of the United Methodist Church that records will be retained for a specified amount of time for various reasons in connection with the business of the Annual Conference. This Policy is intended for use by the Annual Conference.

Purpose: To practice the wise management of the Conference's resources.

TYPE OF RECORD	Years	TYPE OF RECORD	Years
Accident reports (settled)	7	Pay checks	7
Articles of Incorporation, Bylaws, Amendments	P	Personnel files	7AT
Bank reconciliations	3	Salary and wage rate changes	7AT
Bank statements	7	Correspondence	7AT
Budgets	3	Time cards, tickets and clock records	5
Check register	10	Unemployment claims	7 AT
Contracts:		Withholding exemption certificates	7 AT
Corporate	20 AT	Workers' compensation reports	10
Vendor	7	W-2 forms or 1099's	7
Correspondence:		Leases	7AT
Accounting	5	Maintenance and repair records:	
Accounting-Asset Restrictions	P	Buildings	7
Credit and collection	7	Machinery	5
General	3	Minute books	P
Deeds	P	Deeds and titles	P
Depreciation schedules	7AD	Depreciation	7AD
Equipment leases (after expiration)	6	Plans and specifications	P
Equipment repair records	3	Purchases	P
Expense Reports - Dept & Employee	7	Sales	P
Financial reports:		Taxes	10
Audited	P	Purchase invoices	7
Annual	P	Remittance statements	3
Interim	3	Securities (brokerage slips)	7AD
General ledger	P	Subsidiary Journals	10
Insurance policies, letters, correspondence	P	Tax records	10
Invoices - fixed assets	7AD	Tax returns (copies):	
Journal entries	10	Payroll	7
Housing Allowance Forms	7	Social security	7
Labor records:		Title papers	P
Applications (employees)	7AT	Travel records (employees)	7
Contracts	7AT	Uncollectible account records	7
Daily time reports	5	Vouchers (copies) / Invoices	7
Disability claims	7 AT		
Earnings records	7		
Employee service records	7AT		
Garnishments	3AT		

KEY: Figures represent the number of years to retain the records.
 "P" means the records should be retained permanently.
 "AT" means after termination.
 "AD" means after disposal.

Disposal: When documents reach their appointed time for disposal, the Treasurer and Director of Administrative Services will annually review which documents are to be disposed of as per this approved policy and will supervise such process so as to maintain corporate confidentiality standards.