

*Diocese of Olympia*  
**Archives and Records Management Program**  
**Policies and Procedures Manual**

*Prepared by the Archives and Records Management Office*  
*Seattle, Washington*  
*June 20, 2013*  
*Administrative Revision May 10, 2017*

This manual revises the manual dated February 19, 2009

Approved by:

*The Rt. Rev. Gregory H. Rickel*  
*Bishop of Olympia*  
*President, Diocese of Olympia, Inc.*

*Barbara Fox*  
*Treasurer, Diocese of Olympia*  
*Treasurer, Diocese of Olympia, Inc.*

*Judith Andrews*  
*Chancellor, Diocese of Olympia*  
*Chancellor, Diocese of Olympia, Inc.*

*Diane T. Wells*  
*Archivist/Records Manager, Diocese of Olympia*

## **ACKNOWLEDGEMENTS**

This revision of the Records Management Program for the Diocese of Olympia would not have been possible without the assistance and cooperation of the diocesan staff who have given generously of their time and expertise in its development.

## TABLE OF CONTENTS

	PAGE
Diocesan Records: Definition	5
Introduction	6
Office Identification Code	7
Glossary of Terms	8
Archives - Policies and Procedures	10
Filing Procedures	14
Records Retention Schedule: Instructions for Use	18
Electronic Records	21
Electronic Mail (E-Mail): Policies and Procedures	24
Internet: Policies and Procedures	27
Internet: Guidelines – Social Media	28
Vital Records	32
Confidential Records Policy and Procedures	33
Records Retention Schedule: Offices	
Archdeacon (03)	45
Archives and Records Management (15)	46
Bishop (10)	48
Campus Ministries and Young Adults (60)	52
Canon to the Ordinary (30)	53
Congregational Development (74)	55
Diocesan House: Building Manager (14C)	56
Diocesan House: Print Shop (14P)	57
Diocesan House: Receptionist (14)	58
Faith Formation – Adult / 35 & Under (33)	59
Faith Formation: Iona Olympia School (36)	61
Huston Camp and Conference Center (18)	64
Multi-Cultural Ministries (28)	68
Operations: Communications	69
Operations: Convention & Governance (Includes Personnel)	72
Property (13P)	74
Refugee Resettlement Ministry (90)	75
Resource Center (32)	76
St. Andrew’s House (17)	77
Stewardship and Development (41)	79
Treasurer/Canon for Finance (42)	82
Records Retention Schedule: General	89
Appendices:	
A: Definition of Records – The Episcopal Church. Canons.	95
B: Alphanumeric Filing Rules – Summary	96

**TABLE OF CONTENTS (cont.)**

	PAGE
C: Transitory Records/Non-Record Material	97
D: Records Retention Form	98
E: Authorization for Destruction of Records Form	99
F. Deed of Gift	100
G. Application for Use of the Archives	101
H. Photography Copying Agreement	103
Bibliography	104

**DIOCESAN RECORDS:  
DEFINITION**

All records created or received by the employees or agents of the Diocese of Olympia within the scope of their employment or responsibilities will be considered the records of the diocese.

## INTRODUCTION

### **PURPOSE:**

The purpose of the Records Management Program of the Diocese of Olympia is fourfold: To ensure the proper maintenance, protection, retention and disposition of all diocesan records in compliance with administrative, fiscal and legal requirements; to preserve the historical record of the diocese; to provide efficient retrieval of and appropriate access to diocesan records; and to accomplish the above in an efficient and cost-effective manner.

### **METHOD:**

The primary method employed by the Records Management Program of the Diocese of Olympia to achieve its purpose is the employment of a regularly reviewed and updated retention schedule. This retention schedule identifies records by series within each office and assigns appropriate retention periods and disposition instructions for each series of records based on administrative, fiscal and legal requirements as well as on historical considerations. In conjunction with the employment of the retention schedule, the establishment and use of a set of standard filing practices, the creation of retrieval systems and the maintenance of appropriate storage facilities complete the methodology.

### **ADMINISTRATION:**

The Program is administered by the Archivist/Records Manager. Under her/his management, each office is responsible for implementing the components of the Records Management Program as outlined in this manual. Though an administrative contact is designated for each office, the ultimate success of the Program depends upon the efforts and cooperation of every member of the staff.

### **LEGAL AUTHORITY:**

The retention periods recommended in the retention schedule are based on requirements as found in the Canons of the Protestant Episcopal Church of the United States of America, the Canons of the Diocese of Olympia, federal law and the laws of the State of Washington. The Program has been reviewed and approved by the Bishop, the Chancellor, the Treasurer and the Archivist/Records Manager of the diocese. It is further required that the Board of Directors of the Diocese of Olympia, Inc. and the Diocesan Council, Diocese of Olympia adopt the Records Management Program at a formal meeting. *See* Board of Directors Minutes, September 21, 1995, November 19, 1998, May 18, 2006, February 19, 2009 and June 20, 2013. *See* Diocesan Council Minutes, August 22, 2013. The Records Management Program was originally designed in 1979 and formally adopted in 1980. *See* Board of Directors Minutes, May 22, 1980. This is a revision of that program. **NOTE:** Administrative changes may be made on an as needed basis by the Archivist/Records Manager but any extensive revision of the Program will be taken to the Board of Directors and Diocesan Council for approval.

## OFFICE IDENTIFICATION CODE

Each office is assigned an identification code to prevent misfiling between offices. This code is indicated on the retention schedule, is used on the records retention form, is placed on file folder labels, records storage boxes, etc. and corresponds to the group numbers used by the Treasurer's/Finance Office.

The Office Identification Codes are as follows:

Office:	
Archdeacon	03
Archives and Records Management	15
Bishop	10
Campus Ministry ( <i>see also</i> Faith Formation: 35 & Under)	60
Canon to the Ordinary	30
Congregational Development	74
Diocesan House: Building Manager	14C
Diocesan House: Print Shop (non-current – closed 2011)	14P
Diocesan House: Receptionist	14
Faith Formation	33
Faith Formation: Iona School (formerly Diocesan School of Ministry & Theology & Diocesan School of Theology)	36*
Faith Formation: 35 & Under ( <i>see also</i> Campus Ministry)	60
Huston Camp & Conference Center	18
Multi-Cultural Ministries	28
Operations: Communications	12
Operations: Convention & Governance (Includes Personnel)	13
Property Representative for the Board of Directors	13P
Refugee Resettlement Ministry (aka Refugee Resettlement Office)	90
Resource Center	32
St. Andrew's House	17
Stewardship & Development	41
Treasurer/Finance	42

## GLOSSARY OF TERMS

**ACTIVE:** When ACTIVE is used on the retention schedule, it means while the matter is in effect. For example, while a contract is in effect or while a piece of property is owned.

**ADMINISTRATIVE USE:** This term means that the retention period is determined by the length of time the record is needed for administrative or operational purposes. This period is determined by the office using the record.

**ARCHIVES:** 1. The non-current records (archival materials) of an organization or institution preserved because of their permanent value; 2. The agency or department responsible for selecting, preserving and making available archival materials. 3. The building or part of a building where such materials are located.

**CURRENT YEAR:** This term does not actually appear on the retention schedule. The retention period indicated on the schedule assumes the current year unless otherwise indicated. For example, if the schedule reads “3 yrs. & destroy,” it means to keep the record for the current year (year in which the record was created) plus 3 years and then follow the proper destruction procedure.

**ELECTRONIC RECORDS:** Electronic records are records that cannot be read directly by human beings, but require the intervention of a computer. Such records may also be referred to as “machine readable records.” Electronic records include data files and data bases, machine readable indexes, word processing files, electronic spreadsheets, electronic mail, text and/or numeric data sets, etc.

**FILE CUT-OFF:** Termination of a file at regular periodic intervals to facilitate continuous transfer or disposal of the record series.

**INDEFINITE:** Use of this term means that the retention period cannot be determined in advance and that the records must be reviewed periodically to determine if they can be destroyed.

**OFFICE OF RECORD:** An office designated as the official custodian of the records for specified programs, activities or transactions of an organization.

**RECORD(S):** All recorded information, regardless of media or characteristics, made or received and maintained by an organization or institution. *See Appendix A* for definition of records as contained in the Canons of The Episcopal Church.

**RECORD SERIES:** File units or documents maintained as a unit because they relate to a subject or function, result from the same activity, have a similar form or because of some other relationship arising out of their creation, receipt or use.

## GLOSSARY OF TERMS (CONT.)

**RETENTION SCHEDULE:** A retention schedule establishes a timetable for retaining individual record series and indicates their final disposition.

**SUPERSEDED:** Keep the records until they have been replaced by more current ones.

**TRANSITORY RECORDS:** A general term for those types of records that lose their value within a short time and that should be separated during filing from records requiring longer retention. These types of records are unscheduled and may be discarded once they have served their purpose. *See* Appendix C.

**VITAL RECORDS:** Records which are essential to the continued functioning of the organization. Generally, these are records which are necessary for establishing or defending the legal and financial position of the organization.

**WORKING FILES/WORKING PAPERS:** Working files or papers are drafts or works in progress. They are not finalized documents. Whatever the format or media, they are transitory or “non-record” material and can be discarded once they have served their purpose. *See* Transitory Records.

## **DIOCESE OF OLYMPIA ARCHIVES POLICIES AND PROCEDURES**

### **POLICY STATEMENT**

The Diocese of Olympia Archives exists to:

1. Collect, preserve and make available the historical records that document the development and chronicle the works of the Diocese of Olympia – including its congregations, institutions and ministries.
2. Arrange and describe these materials according to archival principles and make them accessible to the administration, staff and members of the Diocese of Olympia as needed and to the public as appropriate.
3. Provide adequate and appropriate conditions for the storage, protection and preservation of archival materials
4. Provide reference services to administration, staff and members of the diocese as required and to the public as appropriate and as time allows.
5. Provide educational and outreach programming to diocesan congregations, institutions and ministries to increase awareness and appreciation of their individual and diocesan history and to assist them with their archival and records management needs.

Materials acquired by the Diocese of Olympia Archives shall become the permanent property of the Archives and, therefore, the diocese, until the Archivist deems such materials no longer relevant. De-accessioning will not take place without the approval of the Archivist. All information pertaining to the de-accessioning and disposition of materials will be retained in the Archives' according to procedures outlined in the Diocese of Olympia, Records Management Program – Policies and Procedures Manual.

The Archives retains the right to reproduce materials by mechanical, electronic or photographic means for security, conservation or research purposes. The Archives will accept historical materials that “document the development and chronicle the works of the Diocese of Olympia,” in the following formats, if they do not duplicate current holdings: textual records; electronic records; photographs, and other visual records; maps, plans and architectural drawings; sound recordings and audio cassette tapes. The Archives will only accept books, serials and other published material, textiles and artifacts at the discretion of the Archivist.

The Archives retains the right to charge for any reproduction or other research service.

The Archives will only accept material on a permanent basis, except when borrowing material for short-term loans to reproduce or to include in displays or exhibits.

Donors will complete and sign a Deed of Gift when donating materials to the Archives.

Materials from the Archives may be loaned to other institutions or organizations only when:

1. Written authorization is obtained from the Archivist.

## **POLICY STATEMENT (CONT.)**

2. The borrower ensures adequate care and handling of the material on loan. If at any time the Archives determines that the material on loan is not being cared for adequately, the Archivist may cancel the loan and request the immediate return of the material. Persons desiring to use archival material will abide by the policies of the Diocese of Olympia Archives here appended.

## **PUBLIC ACCESS POLICY**

The Diocese of Olympia Archives is the repository for the official records of the Diocese of Olympia. The Archives has a primary responsibility to serve the administration, program and mission of the diocese by meeting its information and research requirements.

As an extension of its mission, the Diocese of Olympia Archives welcomes research inquiries from the public. Public access to the records of the diocese is governed by policies adopted by the Board of Directors of the Diocese of Olympia, Inc., by Diocesan Council and by agreement with private donors. These policies require that a researcher complete an Application for Use of the Archives. The researcher must state the purpose of the research and identify the objectives and intended products of the research inquiry. The researcher will be notified of acceptance and an appointment scheduled. Researchers returning after an absence of more than a year will be asked to update their application form. If a researcher is unable to visit the Archives in person, the Archivist will respond to inquiries by mail, phone or e-mail as time permits.

Access to the Archives is granted based on the age and content of the records and is always at the discretion of the Archivist. Except for confidential records, diocesan records older than 30 years are generally open to researchers. *See: Sacramental Records Access Policy and Confidential Records - Policies and Procedures.* Diocesan records 30 years old or less – except for those created for public dissemination and those which must remain open by law - are closed to the public. There are also special conditions under which access to records older than 30 years and not usually considered confidential may be restricted by the Archivist; if the records have not been processed or appraised, if they contain un-separated personal information on individuals, if they are in a highly fragile condition, if restrictions have been placed upon them by the donor. Special access to restricted records may be granted only in the unusual case when release of the information serves an essential public interest over and above a private research agenda or when it fulfills a vital personal need.

All records and papers of the Archives, unless otherwise noted, are the property of the Diocese of Olympia. Expenses incurred during the research process are the responsibility of the researcher. Researchers are required to request permission to publish and to note copyright permission and credit in print. Proper citation formats are available upon request. Researchers are respectfully requested to deposit copies of their work with the Archives when significant use has been made of its primary resources.

**NOTE:** This policy is based on the provisions of the Public Access Policy of the Archives of the Episcopal Church.

## **DIOCESAN ACCESS POLICY**

The Diocese of Olympia Archives is the repository for the official records of the Diocese of Olympia. The Archives has a primary responsibility to serve the administration, program and mission of the diocese by meeting its information and research requirements.

**DIOCESAN STAFF:** Diocesan staff has access upon request to the current and non-current records of their immediate departments. In addition, diocesan staff will be allowed access to the records of other departments on a need to know basis if their request for access is in conformity with the diocesan confidential records policy. All requests for access are to be made to the Archivist. If the Archivist is not available and there is an immediate need for access, the Canon to the Ordinary is to be contacted. No files are to be removed from the Archives without permission of the Archivist.

**CLERGY AND DIRECTORS OF DIOCESAN CONGREGATIONS, SPECIAL MINISTRIES AND AFFILIATED INSTITUTIONS:** Clergy and directors of diocesan congregations, special ministries and affiliated institutions have access upon request to the current and non-current records of their respective congregations, ministries and institutions. All requests for access are to be made to the Archivist.

**MEMBERS OF DIOCESAN CONGREGATIONS, SPECIAL MINISTRIES AND AFFILIATED INSTITUTIONS:** Members of diocesan congregations, special ministries and affiliated institutions requesting access to a congregation's, special ministry's, or institution's records to research a specific topic or prepare a history, must obtain a letter of authorization from the priest-in-charge or director of the congregation, ministry or institution. This letter must be sent or presented to the Archivist and should introduce the individual or individuals as official representatives of the congregation or institution and request access to the records for a specified purpose. In addition, individuals seeking access to the records will need to schedule an appointment with the Archivist and to fill out the Application for Use of the Archives.

**CHAIRPERSONS OF DIOCESAN COMMISSIONS, COMMITTEES AND TASK FORCES:** Chairpersons of diocesan commissions, committees and task forces have access upon request to the current and non-current records of their respective commissions, committees and task forces. All requests for access are to be made to the Archivist.

**MEMBERS OF DIOCESAN COMMISSIONS, COMMITTEES AND TASK FORCES:** Members of diocesan commissions, committees and task forces requesting access to the records of their respective groups must obtain a letter of authorization from their chairperson or director. This letter must be sent or presented to the Archivist and should introduce the individual or individuals as official representatives of the group and request access to the records for a specified purpose. In addition, individuals seeking access to the records will need to schedule an appointment with the Archivist and to fill out the Application for Use of the Archives.

**SACRAMENTAL RECORDS ACCESS POLICY:** The Diocese of Olympia Archives is the repository for the sacramental records (parish registers) of closed churches in the Diocese and for

## **DIOCESAN ACCESS POLICY (CONT.)**

### **SACRAMENTAL RECORDS ACCESS POLICY (cont.):**

confirmation records for which the Bishop's Office is the Office of Record. Sacramental records are both public and private in nature. Baptisms, confirmations, marriages, and burials are recorded to document sacred acts and are, as such, private records. Sacramental records are also private because the information they contain is often confidential and are created with the presumption of privacy.

Sacramental records are not civil records. They are, however, sometimes treated as civil records because they are accepted as valid evidence when the appropriate civil record does not exist. The passage of time, however, affects the sensitivity of these records and the need for restricting use diminishes. Therefore, public access to sacramental records is unrestricted to those created eighty (80) or more years ago.

Access to information contained in sacramental records created less than eighty (80) years ago is restricted to the individual or individuals named in the record as having received the sacrament; the Episcopal clergy or his delegate involved in canonical procedures; the parents of the subject if the subject is a minor; and government agencies (such as Social Security) who present a signed release from the individual whose record is requested. An exception may be made – at the discretion of the Archivist with the advice of the Bishop and/or the Chancellor - for the immediate family of an individual named in the record if that individual is deceased. *See also: Confidential Records – Policies and Procedures.*

Requests for information must be made in writing and signed by an authorized party as detailed above. Identification may be requested. Once right to access has been determined, the Archivist will either issue a letter in which the information as it appears in the record is transcribed or will make a photocopy of the original record and will affirm its authenticity. If a person representing a civil authority (law enforcement, court official, lawyer, etc.) requests a record for civil or legal purposes, that person will be referred to the Chancellor who will handle the request.

## **FILING APROCEDURES FOR HARD COPY DOCUMENTS**

Efficient retrieval of diocesan documents depends upon the creation and implementation of standard filing procedures. Though filing is not a simple task, the following procedures have been developed with the intent of making the process as straight forward as possible.

### **1. FILE ARRANGEMENT (WITHIN RECORD SERIES)**

Each record category or series must have a consistent file arrangement to make filing and retrieval possible. There are six possible methods of arrangement. The one you use depends upon the nature of the record series.

- a. Numerical Arrangement: Consecutively numbered records are filed by number if the number is generally used for retrieval. Some records normally identified and referred to by number are purchase orders, invoices, etc.
- b. Name Arrangement: Records are filed alphabetically from A to Z when the name of an organization or person is the most important access point. *See Appendix B* for filing rules.
- c. Subject Arrangement: Records are organized alphabetically by general category and then subdivided alphabetically by subjects within each series or general category. *See Appendix B* for filing rules.
- d. Geographical Arrangement: Records are filed alphabetically by major geographic location and sub-divided alphabetically by localities within the major areas. **NOTE:** Parish and mission records are filed by city followed by church name.
- e. Chronological Arrangement: When the date of an action is the primary access point, records are filed in date order with the most current to the front.
- f. Case File Arrangement: Records are filed by person, place or action. This filing arrangement is different from subject filing because it applies to a specific person, place or action and the file itself terminates when an event such as the completion of a project, the end of an agreement or the termination of employment occurs. Normally, case files are maintained separately. However, they may sometimes be filed as a subdivision within a series or general subject category. Within the case file, individual records are usually maintained in chronological order with the most current to the front.

### **2. TRANSITORY RECORDS**

Transitory records should be destroyed immediately if they have served their purpose. However, if they can be of value for a short time (i.e. 90 days or less), they should be filed in a folder labeled "90 Day" in chronological order, regardless of subject matter and destroyed quarterly. *See Appendix C.*

### **3. CHRONOLOGICAL (CHRON) FILES**

Chronological files are copies of correspondence arranged by date and should not be kept for more than one year because the original correspondence is filed elsewhere by subject. Keeping chronological files is NOT encouraged.

### **4. DUPLICATE COPIES**

Duplicate copies of documents should not be filed unless they are needed for administrative reference.

## **FILING PROCEDURES FOR HARD COPY DOCUMENTS (CONT.)**

### **5. CROSS REFERENCES**

Some information can be interpreted in different ways and consequently could be filed under various headings. In addition, several subjects may be discussed in a single item or an item may have implications in several areas. This type of information should be cross referenced for ease of access. Cross references direct the searcher to the file folder where the desired item is filed. Cross references can be overdone so be judicious in their use.

To cross reference an item, enter a '*See Also*' reference on a sheet of paper including the file title and a brief reference to the subject matter. File it in the alternative location(s):

**Example:** *See also* 30 AFFILIATED MINISTRIES & INSTITUTIONS 1994

Annie Wright School

Board of Directors – Minutes

Re: Potential speakers for graduation ceremony

### **6. FILE DRAWERS**

Label file drawers with record series title(s).

### **7. FILE DRAWER ARRANGEMENT: Guides, Folders and Labels**

a. File Guides: File guides are pressboard dividers with tabs on the top extending beyond the level of the file folders. File guides corresponding to each record series title as outlined in the retention schedule and additional file guides for sub-divisions within the record series are recommended. For example, the Operations Office might have a guide labeled: Camps, Conferences and Special Events and a guide labeled: Diocesan Convention as a sub-division within that record series. File guides labeled with the record series titles should have a center tab, while those for sub-divisions should have a right tab.

b. File Folders: 2/5 cut, right tab manila folders are recommended. Whenever possible, use letter size folders, not legal size.

c. File Folder Labels: File folder labels with typed or printed headings may be used. However, be aware that labels may eventually fall off their folders. Therefore, use only labels with good quality adhesive or print your folder headings by hand directly on the folder. In either case, the following information should be included.

Office Identification Code: RECORD SERIES TITLE; Year

Folder Title

Sub-division (optional)

**Examples:** 10 GRANTS 1994

United Thank Offering

30 COMMISSIONS & COMMITTEES 1995

Personnel Commission

Minutes

## **FILING PROCEDURES FOR HARD COPY DOCUMENTS (CONT.)**

**NOTE:** IT IS EXTREMELY IMPORTANT THAT THE RECORD SERIES TITLE IS INCLUDED ON THE FIRST LINE OF THE LABEL as this is the key to the diocesan filing system and the link with the retention schedule. Abbreviate if necessary, but be consistent and be sure the record series title to which you are referring is clear.

Use all capital letters for the first line, upper and lower case for the rest. Use a block format.

### **8. FILE INVENTORY**

It may be helpful to maintain file inventories for some record series but this is not required.

### **9. SUMMARY**

- a. Select the most appropriate file arrangement (numerical, name, subject, geographic, chronological or case file) for each record series.
- b. Refer to Appendix B if you are uncertain about alphabetical filing. Be consistent.
- c. Eliminate transitory materials immediately. If something must be kept for administrative purposes, file in a '90-day file' and destroy contents quarterly.
- d. Do not keep 'Chron' files unless necessary.
- e. Do not file duplicate copies.
- f. Use cross references sparingly.
- g. Use file guides to label record series titles and sub-divisions as necessary.
- h. Use of 2/5 cut, right tab manila file folders is recommended. Letter size is preferred.
- i. Include office id code; RECORD SERIES TITLE; year; and folder title on file folders.
- j. Label file drawers with record series title(s).
- k. Do not over-fill folders & leave four inches of working space in each file drawer.
- l. Maintain file inventories for record series title as needed.
- m. Use charge-out cards when removing material from files.
- n. Do not use filing cabinets for office supplies storage.
- o. Do not file papers with metal paper clips or rubber bands. Use plastic coated clips or staples only.

## **FILING PROCEDURES FOR ELECTRONIC DOCUMENTS**

Just as hard copy (paper) records are filed by a pre-determined system (alphabetic, numeric, by subject, etc.), electronic records (including e-mail) also require a pre-determined filing structure if they are to be efficiently accessed and retrieved.

The filing structure is basically the same as that for hard copy records (*see above*), it is only the format and storage media that differ – electronic file folders instead of paper ones and hard drive, server or other digital storage instead of file cabinets.

Electronic file and folder titles should be accurate, brief and concise. They should correspond to the record series titles and sub-headings used for hard copy records as much as possible. Contact the Archivist/Records Manager for assistance in determining your file and folder titles.

Once your filing structure is in place, you can address the issue of electronic records storage. Electronic records may be stored:

- In a folder on your computer's hard drive:  
Once you have established standard folder titles, it is a simple matter to move your electronic documents into the appropriate electronic folder on your computer.  
If your electronic files are not voluminous, your internal hard drive will probably accommodate your immediate storage needs. However, your computer hard drive should always be backed up.
- On a server and/or on an external hard drive - on or off-site:  
As part of the Diocesan House network your computer is connected to a server which is a device that manages network resources. External hard drives not only provide additional storage but are a great backup solution because they can store an exact copy of another hard drive and can be stored in a safe location.
- In the digital archives. Send permanent electronic records to the Archivist for storage in the digital archives.
- In off-site digital storage or other storage medium: Contact the Archivist/Records Manager for additional information.

## **RECORDS RETENTION SCHEDULE INSTRUCTIONS FOR USE**

A Records Retention Schedule has been developed for each diocesan office. These schedules are arranged alphabetically by office in this manual. A General Retention Schedule for reference by all offices is also included. The manual will be reviewed annually and updated as required. If, after reading the following instructions, you have any questions regarding the content of these schedules or questions regarding instructions for their use, please contact the Records Manager.

### **1. ADMINISTRATIVE CONTACT**

The administrative contact will be primarily responsible for the implementation of the Records Retention Schedule within each office.

### **2. ANNUAL REVIEW**

Review your records (paper & electronic) annually. The file cut-off date should be December 31st of each year. Complete your review by March 1st of the following year.

### **3. RECORDS RETENTION/TRANSFER**

Compare the dates of the records you have in your office to the recommended retention periods appearing on your schedule. IF the retention period for a record category is complete and the schedule indicates that the records are to be destroyed, fill out a Records Retention Form according to instructions found on the form (*See* Appendix D), box up the records (*See* 6. below) and send them to Archives along with the form so the records may be properly destroyed. **DO NOT DESTROY THE RECORDS YOURSELF.**

IF the records due for destruction are ELECTRONIC in format, fill out a Records Retention Form and send to the Records Manager. The Records Manager will then contact you and arrange for their destruction. It is extremely important that all copies of the record are destroyed, regardless of format or location - disks, back-ups, etc. **DO NOT DESTROY THE RECORDS YOURSELF UNTIL YOU HAVE BEEN CONTACTED BY THE RECORDS MANAGER.** Exceptions are E-Mail and Working Files. *See* Glossary of Terms and section on Electronic Records for more information.

IF the retention period is complete and the schedule indicates that the records are to be reviewed for archival value, fill out a Records Retention Form, box up the records and send them to Archives along with the form so they may be reviewed, archival items kept and the remainder properly destroyed.

IF the retention period is not yet complete but you no longer have room to store the records in your office, fill out a Records Retention Form, box up the records and send them to Archives along with the form so they may be properly stored until their retention period is up.

## **RECORDS RETENTION SCHEDULE INSTRUCTIONS FOR USE (CONT.)**

### **4. ORIGINALS AND COPIES**

IF you are referred to the Records Retention Schedule for another office, it is because that office is the Office of Record for that record series. If the records you have are ORIGINALS, you may want to transfer them to the Office of Record. If, however, there is a good reason for them to be kept in your office, follow the retention period listed for the Office of Record.

IF the records you have are COPIES and you know the originals exist in the Office of Record, keep your copies while administratively useful but NO longer than the retention period listed for the Office of Record, then fill out a Records Retention Form, box up the records (copies) and send them to Archives along with the form so they may be properly destroyed.

It is important that all copies of records – regardless of format or location – that are due for destruction per the retention schedule are destroyed.

If the retention schedule for the Office of Record indicates a retention period for OTHER offices, follow that retention period.

### **5. DISPOSITION OF RECORDS**

Once received, the Records Manager will either store or destroy the records as indicated by the records retention schedule, complete the Records Retention Form indicating location or destruction information and, if requested, return a copy of the form to you for reference.

### **6. DESTRUCTION OF RECORDS**

As stated above, when the retention period for a record series is complete, **DO NOT DESTROY THE RECORDS** yourself but transfer them to Archives or, in the case of electronic records, notify the Records Manager, so that proper destruction procedures may be followed. This applies to ALL scheduled records.

If records are eligible for destruction, the Records Manager will send an Authorization for Destruction of Records form (Appendix E) to the Administrative Contact. Please follow instructions on the form. Sign, date it and return it to the Records Manager.

**NOTE:** There is a category of unscheduled, transitory material that YOU may dispose of as soon as it has served its purpose. This applies to electronic records as well. *See* Appendix C.

**NOTE: IF THE DIOCESE RECEIVES NOTICE OF PENDING OR ACTUAL LITIGATION OR IT APPEARS LIKELY THAT SUCH LITIGATION WILL TAKE PLACE, THE DESTRUCTION OF RECORDS MUST CEASE IMMEDIATELY.**

**RECORDS RETENTION SCHEDULE  
INSTRUCTIONS FOR USE (CONT.)**

**7. BOXES**

Records storage boxes may be obtained from the supply room or from the Records Manager. Do NOT label or mark the outside of the boxes before transferring to Archives. Do NOT over fill or under fill the boxes. Do NOT place binders or hanging files in boxes. Make sure lids fit firmly.

**8. RECORDS RETENTION FORM**

A master Records Retention Form is included in your Records Management Manual. Use this master to make copies or contact the Records Manager about receiving an electronic form. DO fill out a form for each box of records being transferred to Archives and DO place the form inside the corresponding box. *See Appendix D.*

**9. GENERAL RECORD TITLES**

Some record series are found in almost every office. Therefore, a separate "General Retention Schedule" for these records has been produced and they are not included on the individual office schedules. Be sure to check the General Retention Schedule as well as the one for your office.

## **ELECTRONIC RECORDS**

As more and more records are created in electronic format, it becomes imperative that they be included in the records management program and that established retention periods be applied as scrupulously to electronic records as to all other formats. *See* Records Retention Schedule - Instructions for Use.

Electronic records present a unique set of challenges. The attributes which make the creation and use of electronic records so attractive and popular also make them extremely difficult to maintain and control effectively.

The ease with which electronic records can be created, manipulated, altered, disseminated and deleted and the rapidity, with which new electronic technologies are introduced, produce a fluid environment which makes the management of electronic records very complicated.

It is essential, therefore, that record creators and record users are aware of these difficulties and that they cooperate in the management process so that the administrative, fiscal, legal and historical requirements of the Diocese may be met.

### **1. DEFINITIONS**

Electronic records are records that cannot be read directly by human beings, but require the intervention of a computer or other electronic device. Electronic records may also be referred to as “machine readable” records. Such records include data files and data bases, machine readable indexes, word processing files, electronic spread-sheets, electronic mail, text and/or numeric data sets, etc. Electronic recordkeeping involves the use of a computer or other electronic device to create, retrieve, analyze, transmit, update, store or delete records.

### **2. MEDIA**

Electronic or machine readable records may be stored on servers (in-house or off site), hard drives, disks or other electronic media. A large percentage of all original data put into a computer or other electronic device is maintained only in electronic format and is not transferred to hard copy.

Special handling is needed to maintain the data integrity of electronic media:

1. Do not bend disks. Hold them carefully.
2. Store disks in a vertical position in a dust- free storage container, taking care to avoid extreme fluctuations of temperature and humidity.
3. Keep food and liquids away from disks.

## **ELECTRONIC RECORDS (CONT.)**

4. Don't use paper clips on disks and avoid leaving fingerprints, dust or smudges on the recording surface.

6. Label disks with felt-tipped pen or a CD marker, rather than a ball point pen. Ball point pens leave impressions on the disks which could distort recorded data. Do not attach labels to disks.

The present life expectancy of electronic media is approximately 15-30 years. Some archival gold CDs and DVDs are purported to have a 100-300-year shelf life – but this claim has not yet been sufficiently tested. Consequently, electronic records with retention periods longer than 15 years should be copied to new disks – or to newer formats - at least once every fifteen years until their retention period is up and those electronic records with permanent, archival value should be transferred to hard copy or to a proven, permanent electronic format if one is available.

### **3. HARDWARE AND SOFTWARE**

Conventional hardware and software - file cabinets, typewriters, storage boxes and paper procedural manuals and forms - have not changed much over the years.

However, electronic systems using computers, off-site digital storage, disks, laser printers and various operating systems and software application packages etc. change frequently.

The question becomes not only the life expectancy of the electronic media but rather the length of time that the operating system needed to retrieve the information and the hardware to run it will be in service and available.

Therefore, it is extremely important to transfer electronic records to new media on the new systems as they are employed or to keep the documentation, operating systems and hardware required to retrieve the information if the old formats are saved. Otherwise, the rapid evolution of software and hardware will make the old files unreadable.

### **4. BACK-UP PROCEDURES**

Computer systems can and do fail. Regular back-ups protect system data. Total system back-ups should be performed on a weekly basis with partial back-ups performed as often as necessary to protect the data. Regularly scheduled back-up procedures take very little time compared to the amount of time it would take to reconstruct the data in the event of a computer system failure, a fire, flood, earthquake, theft or other disaster.

## **ELECTRONIC RECORDS (CONT.)**

### **5. LEGAL CONSIDERATIONS**

There is no longer much doubt as to the legal status of electronic records. Electronic records are now being defined in laws and regulations as being equal to traditional paper and other hard copy records. To be legally acceptable it is imperative that electronic records are authentic and can be demonstrated to be reliable, trustworthy and accurate and that they have not been subject to alteration in any way.

If there is any doubt that this level of acceptability can be maintained, electronic documents with obvious legal implications should be transferred to hard copy.

However, as the percentage of information stored only in electronic format increases, safeguards must be employed to assure their authenticity.

### **6. DESTRUCTION OF ELECTRONIC RECORDS**

Even if electronic records are deleted, they can often be recovered. Destruction procedures vary and depend upon the type of hardware and software being used. *See* Records Retention Schedule - Instructions for Use (6).

**NOTE: IF THE DIOCESE RECEIVES NOTICE OF PENDING OR ACTUAL LITIGATION OR IT APPEARS LIKELY THAT SUCH LITIGATION WILL TAKE PLACE, THE DESTRUCTION OF RECORDS MUST CEASE IMMEDIATELY.**

#### References:

Electronic Records Inventory and Scheduling. Office of the Secretary of State, Ralph Munro. State Archivist, Sidney F. McAlpin. Local Records Committee. August 5, 1993. (Draft)

E-Mail Rules. Nancy Flynn and Randolph Kahn, Esq. American Management Association. C. 2003. New York, etc.

Haunted by the Ghosts of Records Past? Effective Management of Electronically Stored Files. Joan E. Feldman. c. 1995. Computer Forensics™ Inc., Seattle, WA.

Managing Electronic Records. 2nd ed. William Saffady. C. 1998. ARMA International, Prairie Village, KS.

## ELECTRONIC COMMUNICATIONS

Electronic communications enhance the exchange of information but also raise questions concerning responsibility and privacy. Access to diocesan electronic communications systems is provided in conjunction with the diocese's business and staff job responsibilities. Staff use of these systems, including but not limited to E-mail and the Internet is subject to these policies and procedures. Diocesan communications systems may also be made available to individuals who are not diocesan staff (e.g. consultants, vendors, committee members, volunteers, etc.) Use of these systems by such persons is also subject to these policies and procedures.

### E-MAIL POLICIES AND PROCEDURES

The Diocese of Olympia is pleased to make e-mail available to authorized employees. E-mail is fast and convenient and, when properly used, supports the business and pastoral activities of the diocese. Misuse of e-mail, however, can have serious legal consequences potentially putting the diocese and/or its staff at risk. Misuse, intended or not, creates liabilities that are an area of genuine concern to those responsible for the maintenance of the diocese's legal integrity. It is, therefore, the intent of the Diocese of Olympia to minimize such liabilities by providing staff with policies and procedures for the use and retention of e-mail.

### E-MAIL POLICY

- E-mail is a service provided to diocesan staff to assist them in the performance of their duties. Communications should be job-related, to the point and professional in tone. Exercise sound judgment and common sense when distributing e-mail messages. Use extreme caution to ensure that the correct e-mail address is used for the intended recipient(s). Personal use is discouraged but is allowed on an occasional and limited basis. *See Personal Use, page 26.*
- All communications and information transmitted, received, or stored in diocesan computer systems belong to the Diocese of Olympia and may be monitored. Please be aware that staff should have no expectation of privacy. Do not treat e-mail as confidential or private.
- E-mail shall **NOT** be used for transmission of information that promotes or transacts any of the following:
  1. Unauthorized use of a user ID to send, receive or read e-mail.
  2. Unauthorized use of diocesan e-mail by non-diocesan personnel.
  3. Unauthorized alteration of e-mail.
  4. Discrimination based on race, creed, color, gender, religion, age, disability or sexual preference.
  5. Sexual harassment.
  6. Copyright infringement.
  7. Forwarding e-mail messages without the authorization of the sender – with the following one exception: Email may be forwarded to a more appropriate recipient (i.e. diocesan staff, corporate officer or member of a governing body) with an explanation both to the new recipient and to the sender.
  8. Unauthorized access to confidential or restricted information or breaching diocesan confidentiality.
  9. Participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office.
  10. Personal positions or agenda not associated with one's position as an employee of the Diocese.
  11. Any unlawful activity.

## E-MAIL POLICIES AND PROCEDURES (CONT.)

- The e-mail system is the property of the Diocese of Olympia. Employees using the diocesan e-mail system must adhere to this policy and its accompanying procedures  
**NOTE:** These policies and procedures apply to all e-mail systems made available by the Diocese of Olympia including but not limited to desktop and laptop computers and all wireless mobile devices such as cell phones, PDA devices, BlackBerries, iPads, etc.

### E-MAIL PROCEDURES

- All users must be authorized to use the systems.
- The retention period for e-mail (received or sent) is no longer than **90** days.  
Within 90 days a user must:
  1. permanently **DELETE\*** the e-mail record; **OR**
  2. **TRANSFER** the e-mail record to an electronic file folder for temporary retention and annual review;
  3. **OR TRANSFER** the e-mail record to the Digital Archives for long term or permanent retention.**NOTE:** If preferred, the email may also be printed for permanent retention.

Transitory records such as meeting notices, reminders, informal notes and messages should be read and deleted immediately. *See Appendix C.* Working documents or reference materials may be transferred to an electronic file folder for temporary retention but should be deleted as soon as their administrative use ceases. Electronic file folder titles should correspond to titles used in the paper filing system.

#### **\*Remember to delete your delete box!**

Significant records used in connection with the transaction of diocesan business should be printed out, filed and retained in accordance with approved record retention schedules. When printing an e-mail record, be sure to print all transmission information such as sender, recipient(s), date and routing data as provided in "Internet Headers." **The E-Mail record must be removed from the in-box or sent items folder within 90 days.**

- All users shall practice e-mail etiquette as noted below:
  1. Check e-mail daily.
  2. Keep messages short and to the point.
  3. Be professional and careful regarding what you say about others.
  4. Use sarcasm and humor with care. Without face to face communications such remarks can be misinterpreted.
  5. Cite all quotations, references and sources.
  6. Observe chain of command when corresponding with superiors.
  7. Include signature footer at the bottom of the message with name, affiliation and e-mail address.
  8. Include disclaimer\* at bottom of e-mail message.
  9. Follow e-mail policy as stated above.
- These e-mail procedures apply to all e-mail messages transmitted or received from any diocesan e-mail system including the mobile systems outlined above.
- Remember, e-mail is neither secure nor private. **DO NOT SEND MESSAGES THAT YOU WOULD NOT BE WILLING FOR EVERYONE TO READ**

## **PERSONAL USE:**

Though personal use of diocesan computer systems – including e-mail and the Internet – is discouraged, the diocese recognizes that an occasion might arise when it is necessary for an employee to use or access these systems for personal reasons. Therefore, such personal use will be allowed on an occasional and limited basis subject to the criteria listed below:

- Use is brief and occurs infrequently.
- Use does not interfere with the performance of the employee's official duties.
- Use does not interfere with or disrupt the work of other employees.
- Use does not compromise the security or integrity of diocesan computer systems.
- Use does not violate any of the other provisions of the diocesan email and Internet policy.

### **\*Disclaimer:**

This message is intended for the sole use of the individual and entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended addressee, nor authorized to receive for the intended addressee, you are hereby notified that you may not use, copy, disclose or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete the message. Thank you very much.

## INTERNET

### POLICIES, PROCEDURES and GUIDELINES

As with e-mail, the Diocese of Olympia is pleased to offer Internet access to its employees. Having access to the information and resources available on the Internet enhances our ability to do our jobs and provide services to our congregations and communicants. However, while most Internet use serves legitimate business and professional purposes, the potential for abuse exists. Such abuse infringes on staff productivity and may also create legal risks and liabilities. It is, therefore, the intent of the Diocese of Olympia to minimize such liabilities by providing staff with a policy governing Internet use.

#### INTERNET USE POLICY

Access to the Internet is a service provided to diocesan staff to assist them in the performance of their duties. Internet searches should be job-related and support business or professional activities. Staff shall not “browse the web” on diocesan time, create personal web pages, or otherwise use diocesan facilities to access the Internet for any inappropriate or illegal activity or for reasons unrelated to diocesan business and staff job responsibilities except as noted under *Personal Use*, page 26.

This Internet Use Policy applies to the use of social media web sites just as it does to all other Internet use. However, the proliferation of social media sites and their use by employees necessitates an addendum to this policy which provides specific guidelines addressing social media use for the Diocese of Olympia. This addendum can be found on page 28 and is to be considered a part of this document.

Internet use may be monitored. Please be aware that staff should have no expectation of privacy. Do not treat Internet use as confidential or private.

If you have any questions about the E-Mail and Internet policies, procedures and guidelines stated on pages 24-33, address them to the Archivist/Records Manager before signing the following agreement:

**I have read the Diocese of Olympia’s E-Mail and Internet Policies and Procedures and agree to abide by them. I understand that violation of any of the above policies and procedures may result in disciplinary action, up to and including my termination.**

---

Name (Print)

---

Signature

---

Date

**INTERNET USE**  
**SOCIAL MEDIA GUIDELINES**  
**An Addendum**  
**Administrative Revision, October 1, 2014**

**INTRODUCTION**

Social media can be defined as: Tools that allow the sharing of information and creation of communities through online networks of people.<sup>1</sup>

Among the most well-known social media applications are Facebook (social networking), Twitter (micro-blogging), YouTube (video sharing), LinkedIn (professional networking) and Flickr (image sharing). However, these are only a few of the more popular applications among a myriad of web sites, blogs, etc.

Social media presents us with a wonderful opportunity to engage with the constantly growing online community and to share our beliefs, our congregations, our communities, our programs and our story with a worldwide audience. One of the most exciting aspects of social media is the immediate interaction with our audience that it allows in a direct two-way conversation never before possible.<sup>2</sup>

In an ongoing effort to strengthen ministries and to protect those who serve as well as those who are served by these ministries, the following **guidelines** are recommended to our parishes, missions, schools, and diocesan institutions for social and electronic media usage.

**Please remember this about digital communications:**

- All communications sent digitally (email, social networking, notes, posts, tweets etc.) should not be assumed to be confidential and may be shared or reposted to others without an individual's permission or knowledge. *See also:* Email and Internet Use policies.
- Protect confidential and private information: Do not post any confidential, private, or restricted information.
- Laws regarding mandated reporting of suspected child abuse or exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world. Suspected abuse must be reported to Child Protective Services by those who are mandated to report.
- When using social media, it is critical that personal and institutional privacy settings are applied regularly, reviewed and upgraded as needed.
- Posts on social media sites should project a positive image by being professional in tone and in good taste.
- Be respectful. Always be fair and courteous to fellow employees, volunteers, and others who work on behalf of the diocese, its congregations and institutions.

- Acknowledge who you are. If you are representing the diocese, its congregations or institutions when posting on a social media platform, acknowledge this. If you are not representing the diocese, its congregations or institutions, (on your own blog, web site, etc.) acknowledge this as well and make it clear that the views being expressed are your own with a disclaimer. Sample Disclaimer: "The views expressed on this (blog, web site, etc.) are mine alone and do not necessarily reflect the views of the Diocese of Olympia"
- Be proactive, not reactive
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the diocese. **NOTE**: For copyright law go to: <http://www.lawsitesblog.com/2009/10/social-media-copyright-quiz.html>
- Terms of Service: Obey the Terms of Service of any social media platform employed.
- Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about previous posts you have altered. Remember that the Internet retains almost everything; therefore, even deleted postings can be searched.
- If you are representing the diocese, its congregations or ministries when posting to a social media platform, social media is not to be used for transmission of information that promotes or transacts any of the following: Discrimination on the basis of race, creed, color, gender, religion, age, disability, sexual orientation or gender identity; sexual harassment; participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office; personal positions or agenda not associated with one's position as an employee of the diocese; any unlawful activity.
- If posting photos of children or youth on a web page, or other Internet platform, observe the following:
  - Always obtain written permission on a release form from the parents of minors before posting pictures
  - Do not provide personal information about the persons pictured (names, addresses, contact information, other information that would identify them)

**Recommended Guidelines for Digital Interactions with Children and Youth (under the age of 18):**

- Adults who want to connect via social networking with children or youth to whom they minister should adhere to the following guidelines:
  - Do not submit or respond to "friend" requests from children or youth using personal profiles. No personal social media accounts, groups, pages, etc. are to be used. All social networking communication with children or youth should be conducted through a public, group networking page. Here is a recommended process: Set up a closed group account that is monitored by at least two unrelated adult administrators and two unrelated youth administrators. Children and youth requesting to "friend" an adult can be invited to join the closed group. Invitations to children or youth to join the group should be made by the youth administrators
  - All social media communication needs to take place on a group page and should not take place in the form of personal messages and chats. Social media should not be used for pastoral or confidential communication.

- Covenants for a group should be created to include the following:
  - A clear statement that materials posted on the site are not confidential
  - Appropriate and inappropriate language, content and behavior
  - Who may join the group and how they leave the group
  - Requirements for posting photos and what information may be appropriately attached.
  - Requirement to inform parents of the covenant and its guidelines
  - Consequences for breaking the covenants.
  
- Responsibilities of Site Administrators (Adults and Youth):
  - Remove children or youth who “age out” of the program or ministry or who move away or leave the church community. Adults on the site should also be removed when they no longer work with children or youth.
  - If it is necessary to remove posts from the site or respond to other inappropriate digital communication, the adult administrators should meet with the child or youth and explain why the post was removed and remind them of the covenant guidelines.
  - Be sure that newcomers to the site have reviewed, understood and signed the Covenant.
  
- Video Chats, Blogs, Video Blogs:
  - Video chats with children or youth should only take place from the church office of a children or youth minister and are subject to the Safeguarding rules that define the parameters of adult-child or youth interaction.
  
- Appropriate Use of Email and Texting (also Twitter)
  - Reasons to text: reminders, urgent pastoral care, emergency contact/information, cancelling or being late for a meeting. Generally, texting should not be used in place of a face-to-face or telephone conversation. Large amounts of data or information are best sent via public social media pages, email, phone or in person.
  - Using email: communicate basic, factual information in a concise manner.
    - Email is not a good medium for pastorally sensitive matters, emotionally charged situations, or information that might be legally sensitive.
    - Email does not communicate tone of voice or emotion; that is inferred by the recipient and can be misinterpreted.
    - When in doubt, schedule a face to face meeting or make a phone call.

Appropriately used, social media can invite new members into the Church, encourage interactive participation, provide information and help build strong and vibrant communities.<sup>3</sup> However, inappropriate use of social media may leave you and the diocese open to embarrassment, to issues of questionable, unethical or immoral behavior and/or to litigation.

Misuse of social media may be intentional and malicious or, as is more often the case, it may be the unintentional result of unthinking or hastily composed messages or the posting of inappropriate visual images. Additionally, when it comes to online relationships, “interactions in the virtual world need to be

transparent...In the virtual world healthy boundaries and safe church practices must be adhered to as they are in the physical world.”<sup>4</sup>

There are many legal ramifications of social media use. The diocese, its congregations or institutions could be held liable for what its employees or volunteers post on diocesan web sites and its social media sites. What may not be as well understood is that the diocese, its congregations or institutions could also be held liable for what its employees or volunteers post on their personal sites. There are confidentiality and privacy issues, copyright issues, defamation and discrimination concerns, and concerns about unlawful activity of any kind. The bottom line is: “Regardless of whether employees (or volunteers) are posting at home or during working hours, employers may face legal liability when employees (or volunteers) misuse social media.”<sup>5</sup>

**NOTE:** Additional editorial policies and best practices will be made available through the Communications Office.

Episcopal Diocese of Connecticut: Safe Church guidelines for Social Media

[https://www.ctepiscopal.org/content/safe\\_church\\_guidelines\\_for\\_social\\_media.asp](https://www.ctepiscopal.org/content/safe_church_guidelines_for_social_media.asp)

Episcopal Diocese of Texas: Using Social Media and Electronic Media Safely. March 2013

<http://www.epicenter.org>

Boy Scouts of America Social Media Guidelines

<http://www.scouting.org/scoutsource/Marketing/Resources/SocialMedia.aspx>

Praesidium. Social Media and Sexual Abuse: Establishing Healthy Boundaries. Webinar.

1 <http://www.constantcontact.com/learning-center/glossary/social-media/index.jsp>

2 Social Media and the Episcopal Church: A New Way to Tell a 2,000-year-Old Story. The Episcopal Church. 2011.

3 Ibid. pg. 28.

4 Suggested practices & guidelines for use of social networking websites & other forms of digital communications. Episcopal Diocese of Connecticut.

5 Social Media and the Workplace: Managing Risks. Jackson Lewis LLP. 2010

## **VITAL RECORDS**

Vital records are those records that are essential to the continued functioning of the organization. Vital records may or may not be permanent. Generally, they are records that are necessary for establishing or defending the legal and financial position of the organization. This definition may be expanded to include those records that are essential to the functioning of a department or office - records which would be extremely difficult and/or time consuming to reconstruct and that cannot be obtained elsewhere. In general, vital records account for 3-5% of an organization's records.

Diocesan records that are considered vital have been indicated as such on the Records Retention Schedule. These records should be treated with an extra amount of care. In general, originals should be filed in fire proof files. It may be appropriate to keep some of these documents in a safe or a safety deposit box. In some instances, duplicate copies should be made and kept off-site. Electronic records should be backed-up regularly and the back-ups kept in a secure, off-site location. The Archivist/Records Manager will work with each office to evaluate the security requirements for each vital records series. Contact the Archivist/Records Manager if you have any questions or immediate concerns about your vital records.

## **CONFIDENTIAL RECORDS POLICIES AND PROCEDURES**

### **INTRODUCTION**

The following policies and procedures relate to records that are confidential, private or privileged.\* These records are created in the course of conducting business for the Diocese of Olympia. The offices of record for these records include (but are not limited to) the Bishop's Office, the Canon to the Ordinary, Faith Formation, Huston Camp & Conference Center, Operations, Refugee Resettlement Ministry, Stewardship and Development and Treasurer/Finance. These records are created with the presumption of privacy and to foster and support confidential relationships and communications. Therefore, access to these records is limited to specific, authorized users. In general, the Bishop or his delegate has the right to access any record created during the course of corporation business or on behalf of the diocese.

Further, the Chancellor and/or the diocesan insurance carrier may be granted access or have a legal right to access if warranted by the circumstances. The Archivist/Records Manager has access in so far as is necessary to carry out the duties of the position. In certain situations, a release form or waiver may be required.

Access can mean many things and is determined by circumstances. In most cases, access means the reporting of data or information contained in the file. In other cases, access indicates the need for copies of documents contained in the file and in still other instances, access indicates permission to review the contents of the file. Signed release forms are used when necessary. The Bishop or his delegate (generally the Chancellor or the head of the Office of Record concerned) determines the need for access and the type of access to be granted.

The fact that the diocese has a fiduciary\* responsibility to protect confidential records created with a presumption of privacy is substantiated by canon and civil law. Title III, Canon 4 of the Canons for the Government of the Protestant Episcopal Church (2000) requires "proper regard for confidentiality" in relation to medical, psychological and psychiatric reports on postulants; Title III, Canon 9, Section 13(g-1) of the Canons for the Government of the Protestant Episcopal Church (2009) says that "Statements made during the course of proceedings under this Canon (Of the Dissolution of the Pastoral Relation) are not discoverable nor admissible in any proceedings under Title IV provided that this does not require the exclusion of evidence in any proceeding under the Canons which is otherwise discoverable and admissible." Title IV (Ecclesiastical Discipline) Canon 19 (Of General Provisions) Section 26 (2009) states that "Whenever in this Title it is provided that any communication, deliberation, investigation or proceeding shall be confidential, no person having knowledge or possession of confidential information derived from any such communication, deliberation, investigation or proceeding shall disclose the same except as provided in this Title, in any Accord or Order, or as required by any applicable law." Title IV (Ecclesiastical Discipline) Canon 19 (Of General Provisions) Section 27 (2009) "Privileged Communication shall not be disclosed, nor shall any negative inference be drawn respecting the claim of the privilege, unless the privilege is waived by the person to who the privilege belongs....Notwithstanding any provision of this section to the contrary, no waiver by a penitent of the privilege which attaches to Reconciliation of a Penitent shall work to require any confessor to divulge anything pertaining to any such communications

## CONFIDENTIAL RECORDS (CONT.)

or disclosures, the secrecy of the confession being morally absolute as provided in the Book of Common Prayer.”

Title IV, Canon 2 (Of Terminology used in this Title), Section 1 (2009). "Privileged Communications" shall mean any communication or disclosure made in confidence and with an expectation of privacy (a) within the Rite of Reconciliation of a Penitent; (b) between a client and the client's attorney (c) between a Respondent and an Advisor or a Complainant and an Advisor; (d) between persons in a relationship in which communications are protected by secular law or Diocesan Canons; or between and among a Conciliator and participants in a conciliation under Canon IV.10.”

Civil statutes such as Revised Code of Washington (RCW) 18.83.110 indicate that records such as psychological assessments are privileged from disclosure; RCW 70.02 outlines access and disclosure procedures for health care records; RCW 5.60.060 governs the records with attorney/client privilege and RCW 5.60.070 provides confidentiality to products of mediation. In addition to the Washington codes, records created and maintained by diocesan employees may enjoy the work product privilege. Federal Rules of Civil Procedure (FRCP) Rule 26(b)(3) establishes the work product doctrine and defines the records protected by this doctrine as documents and tangible things prepared in anticipation of litigation or for trial. Under (FRCP) Rule 26(b)(3) these documents can be obtained only if the parties seeking access can prove "undue hardship and substantial need." Pappas v Holoway and Hickman v Taylor have been used in broadening the work product doctrine to protect materials prepared in anticipation of litigation or for trial by or for another party even after litigation has terminated. This agrees with canonical principles and with the following internal policies and procedures relating to confidential records.

Confidential records are not to leave the Office of Record. Even though diocesan employees develop or compile these records, the employee does not own the records. The contents or topic of the records are not to be discussed outside established parameters. Disposition of confidential records may not be determined without a retention schedule or without consultation with the Archivist/Records Manager.

If civil litigation or canonical investigation begins, any retention attached to the records is to be suspended; that is, records may not be destroyed. When a record relating to a case is requested by the Chancellor or other appropriate authority, all offices or individuals involved with the creation or maintenance of records relating to the case will be contacted and all pertinent records provided. If records are subpoenaed, the Chancellor and the Archivist/Records Manager will be contacted prior to any action.

These policies and procedures seek to insure the integrity and content security of the record, whatever its format. Content security refers to the principle of protection against destruction, disclosure, modification or breach of confidentiality of information contained in a record. Limited access protects the confidentiality and/or privileged elements intrinsic to the record. In addition, these policies and procedures attempt to bridge canon and civil laws to protect and limit access to confidential records and to protect the principle of religious freedom.

## CONFIDENTIAL RECORDS (CONT.)

\*Definitions from the Random House Unabridged Dictionary, 2nd ed., 1987.

**CONFIDENTIAL:** Spoken, written, acted on, etc. in strict privacy or secrecy; secret.

**CONFIDENTIAL COMMUNICATION (LAW):** A confidential statement made to a lawyer, doctor or pastor or to one's husband or wife, privileged against disclosure in court if the privilege is claimed by the client, patient, penitent or spouse. Also called PRIVILEGED COMMUNICATION.

**PRIVATE:** 1. Belonging to some particular person. 2. Pertaining to or affecting a particular person or a small group of persons. 3. Confined to or intended only for the persons immediately concerned; confidential. 4. Personal and not publicly expressed. 7. Removed from or out of public view or knowledge; secret. 8. Not open or accessible to the general public.....

**PRIVILEGED:** ...3. Restricted to a select group or individual. 4. (Law) (of utterances or communications) a. not rendering the person making them liable to prosecution for libel or slander, in view of attendant circumstances. b. not requiring any testimony concerning them to be presented in court.

**FIDUCIARY:** A "person" to whom property or power is entrusted for the benefit of another...2.adj. (Law) of or pertaining to the relation between a fiduciary and his or her principal. 3. of, based on, or in the nature of trust and confidence, as in public affairs a fiduciary obligation of government employees.

## CONFIDENTIAL RECORDS (CONT.)

### PERSONNEL RECORDS

**APPLICANT FILES:** Records of individuals who have applied for Holy Orders but have not yet been admitted. **Note:** If an individual is ordained this file is transferred to the Clergy Files in the Bishop's Office. Inactive files are transferred to Archives. Content of Applicant Files may include applications for postulancy, candidacy, ordination, statements to the Bishop and accompanying correspondence; canonical certificates; physical and psychological examinations (in a separate file); academic transcripts; BACAM reports; background checks; other evaluations, reports, interview results and correspondence; recommendations to the Bishop and the action of the Bishop. The Bishop's Office is the Office of Record. However, during the discernment process, duplicates may be necessary for members of the Commission on Ministry, BACAM (Bishop's Advisory Committee on Admission to the Ministry) and/or the Standing Committee. These duplicates will be numbered, collected and destroyed after use. Access to the Applicant Files is restricted to the Bishop, his delegates (including but not limited to the Bishop's Executive Assistant, the Canon to the Ordinary, the Archivist/Records Manager, members of the above-mentioned committees) and, with the necessary permission, the individual applicant. **PERMANENTLY CLOSED TO PUBLIC ACCESS.**

**CLERGY FILES-ACTIVE:** Records of ordained clergy including active clergy canonically resident, retired clergy canonically resident and licensed clergy. These records are generally kept in the Bishop's Office but may be transferred to Archives if the files become too large.

**CLERGY FILES-INACTIVE:** Records of ordained clergy not canonically resident, deceased clergy and clergy who have renounced their vows. These records are kept in Archives. Content of Clergy Files (Active & In-Active) may include: Clergy information sheet; ordination documents such as certificates, programs, announcements; appointment documents; routine correspondence such as vacation notifications; routine interoffice and action-item memoranda; non-routine correspondence and interoffice memoranda; evaluations, assessments, reviews and psychological reports such as those required for candidacy; background checks-final report; misconduct sign-off documents (Washington State Patrol-Request for Criminal History Information; Diocese of Olympia Policies and Procedures in Cases of Sexual Misconduct; Church Insurance Co., New Warranty for Sexual Misconduct certification of training form); search and deployment-final determination and selection documents ....When an ordained individual is an employee of the Diocese of Olympia, that person's Clergy File may also include: Employment application; resume; letters of reference; appointment letter; performance evaluations; and salary and benefit letter. **Note:** payroll/insurance related documents such as W-4s, I-9s and insurance applications may be found in the Personnel Files located in the Treasurer's Office.

## CONFIDENTIAL RECORDS (CONT.)

The files may not contain duplicates, drafts, hand-written notes or telephone logs. These types of records should be destroyed when their purpose has been fulfilled. However, with the above exceptions, contents of the files including correspondence and other materials directed to the Bishop's Office relating to or created by an individual clergy person may not be destroyed regardless of content, format or style while the file is active or if there are any on-going or pending judicial or canonical proceedings related to the records.

The Bishop's Office is the Office of Record. However, working papers regarding background checks, search and deployment documents and a copy of the misconduct sign-off documents are kept in the Canon to the Ordinary's office. Access to the Clergy Files is restricted to the Bishop, his delegates (including but not limited to the Bishop's Executive Assistant, the Canon to the Ordinary; the Archivist/Records Manager). Access to payroll/insurance records is restricted to the Bishop, his delegates (including the Canon for Finance, the Insurance Administrator, the Accountant and Archivist/Records Manager).

An individual clergy person may have access to information in his clergy file upon permission from the Bishop. Once access has been authorized, the Bishop or his delegate will review the file and determine what documents are appropriate and/or legal for the clergy person to view. These documents may include clergy information sheets, routine correspondence and appointment documents. Records such as psychological profiles, assessments and evaluations are protected by civil law, are privileged against compulsory disclosure (RCW 18.83.110) and are permanently closed to public access.

Other restricted records may include non-routine correspondence and inter-office memoranda, as well as correspondence that has not been officially released by the author (third-person correspondence). Such correspondence is closed to public access for a period of 30 years after the death of the author, the recipient and any individuals referred to in the correspondence. 30 years after death, limited access for research purposes may be granted at the Archivist's discretion if no additional restrictions on the correspondence exist.

Clergy files are closed to public access for a period of 30 years after the death of the clergy person. 30 years after death limited access for research purposes may be granted at the Archivist's discretion. However, a reference file containing general, publicly disseminated biographical information on clergy is also maintained in the Archives and this file is immediately available for research.

**LAY EMPLOYEE FILES:** Records of non-clergy individuals who have been or who are currently employed by the Diocese of Olympia. Content of Lay Employee Files may include: Employment application; resumes; job description; letters of reference; appointment letters; performance evaluations; attendance and leave forms; medical reports; training and employment history; and salary and benefit letters. **Note:** Payroll/insurance related documents such as W-4s, I-9s and insurance applications, Washington State Patrol forms; and diocesan misconduct

## **CONFIDENTIAL RECORDS (CONT.)**

sign-off documents may be found in the Personnel Files located in the Treasurer's Office. The Canon for Operations Office is the Office of Record with the exception of Huston Camp and Conference Center, St. Andrew's House and Refugee Resettlement employees. The Treasurer's Office is Office of Record for payroll/insurance documentation as noted above. Access to the Lay Employee Files is restricted for a period of 30 years after the employee's death to the Bishop, his delegates (including but not limited to the Chancellor, the Canon for Operations, the Archivist/Records Manager) and, upon request to the Canon for Operations, the individual lay employee. Access to payroll/insurance records is restricted to the Bishop, his delegates (including the Canon for Finance, the Insurance Administrator, the Accountant, and the Archivist/Records Manager) and, upon request to the Canon for Operations, the individual lay employee. 30 years after the death of the employee, limited access for research purposes may be granted at the Archivist's discretion.

### **SACRAMENTAL RECORDS (*See also* Diocese of Olympia Archives - Sacramental Records Access Policy)**

**CONFIRMATION RECORDS:** Records of individuals who have been confirmed by the Bishop of Olympia. Content of the record may include name of confirmed individual, date of confirmation, church where confirmed, church attending, bishop officiating, clergy attending, where baptized, when baptized, and names of sponsors. The Bishop's Office is the Office of Record. The confirmation is recorded both electronically and in paper form. However, confirmations are also recorded in the parish registers of individual congregations and these policies and procedures apply to them as well.

Access to Confirmation Records is restricted for a period of 80 years from date of creation to the Bishop, his delegates (including but not limited to the Bishop's Executive Assistant, the Chancellor, the Episcopal clergy involved in the confirmation, and the Archivist/Records Manager), the individual named in the record as having received the sacrament; the parents of the subject if the subject is a minor; and government agencies (such as Social Security) that present a signed release from the individual whose record is requested. An exception may be made – at the discretion of the Archivist with the advice of the Bishop and/or the Chancellor - for the immediate family of an individual named in the record if that individual is deceased.

If a person representing a civil authority (law enforcement, court official, lawyer, etc.) requests a record for civil or legal purposes, that person will be referred to the Chancellor who will handle the request.

**PARISH REGISTERS:** The Parish Registers record all Baptisms, Confirmations (including the canonical equivalents in Canon I.17.1 [d]), Marriages and Burials taking place within a congregation. *See* Canon III.9.5. Constitution and Canons ...for the Government of the Protestant Episcopal Church... 2009.

## **CONFIDENTIAL RECORDS (CONT.)**

### **PARISH REGISTERS (CONT.):**

Content of the Parish Registers may include names and addresses of individuals receiving the sacraments, date and church where received, sponsors attending, parents' names, clergy attending and communicant status. A brief history of the congregation may be included. The Bishop's Office is Office of Record for Parish Registers belonging to closed congregations. Active congregations are the Offices of Record for their own Parish Registers. These policies and procedures apply to all having responsibility for the maintenance and care of Parish Registers.

Access to Parish Registers is restricted for 80 years from date of creation to the Bishop, his delegates (including but not limited to the Bishop's Executive Assistant, Chancellor, the Episcopal clergy involved in the canonical procedures and the Archivist/Records Manager), the individual or individuals named in the record as having received the sacrament, the parents of the subject if the subject is a minor and government agencies (such as Social Security) that present a signed release from the individual whose record is requested. An exception may be made – at the discretion of the Archivist with the advice of the Bishop and/or the Chancellor - for the immediate family of an individual named in the record if that individual is deceased.

If a person representing a civil authority (law enforcement, court official, lawyer, etc.) requests a record for civil or legal purposes, that person will be referred to the Chancellor who will handle the request.

**RE-MARRIAGE FILES: (formerly Marital Judgment Files):** Records of church members who have applied to the Bishop for a marital judgment and/or consent to be re-married. *See* Canon I.19: Constitution and Canons ...for the Government of the Protestant Episcopal Church... 2009.

Content of working Re-Marriage Files may include the application of a church member to the Bishop for a judgment as to his or her marital status in the eyes of the Church along with associated correspondence and appropriate evidence such as divorce decrees. Once a judgment is rendered, the judgment **ONLY** is kept in the permanent Re-Marriage File and all other documents destroyed or returned. *See* Bishop's Office Record Retention Schedule. The Bishop's Office is the Office of Record.

Access to the Re-Marriage Files is restricted to the Bishop, his delegates (including but not limited to the Chancellor, the Bishop's Executive Assistant, the Archivist/Records Manager) and, upon request to the Bishop, the individual named in the record as having received the judgment. **PERMANENTLY CLOSED TO PUBLIC ACCESS.**

### **PARISH AND MISSION FILES**

Parish and mission files document the history, growth and development of individual congregations. Content of parish and mission files may include parish and mission history, documentation of granting mission or parish status, financial reports, record of clergy, property files, building plans and surveys, congregational statistics, contracts and legal documents, conflict and transition files (including diocesan Canon 25 files), ERT (Early Response Team) documentation, parish and mission profiles and surveys, correspondence, minutes, etc. The Canon to the Ordinary's Office is the Office of Record.

## **CONFIDENTIAL RECORDS (CONT.)**

### **PARISH AND MISSION FILES (CONT.)**

Access to Parish and Mission Files, with the exception of Canon 25 files, is restricted for a period of 50 years from date of creation to the Bishop, his delegates (including but not limited to the Chancellor, the Canon to the Ordinary, and the Archivist/Records Manager), rector or vicar of the parish or mission concerned and with written permission, his delegates.

Access to Canon 25 files is restricted for a period of 50 years after the resolution of the case to the Bishop and his delegates only. 50 years after resolution of the case, limited access for research purposes may be granted at the Archivist's discretion.

### **CAMPS, CONFERENCES & SPECIAL EVENT FILES**

**CHILD PROTECTIVE SERVICES REPORTS:** Reports made to or obtained from Child Protective Services regarding any minor child who has or is participating in any diocesan sponsored program or event. Content of Child Protective Services Reports may include correspondence and/or other documentation relating to possible misconduct directed towards a minor child who has or is participating in any diocesan sponsored program or event.

Faith Formation or Huston Camp and Conference Center would be the Office of Record depending upon the specific program or event involved.

Access to Child Protective Service Reports is restricted to the Bishop and his delegates (including but not limited to the Chancellor, the Canon for Youth & Young Adults, the Project Coordinator for Youth & Young Adults, the Director of Huston Camp & Conference Center, and the Archivist/Records Manager). Anyone else, including representatives of civil authorities, will be referred to the Chancellor.

**COVENANT CORRESPONDENCE:** Correspondence with a program or event participant whose behavior has been questionable. Content of Covenant Correspondence may include a description of the behavior in question and an indication of what action shall be taken in response to the problem behavior.

Faith Formation or Huston Camp and Conference Center would be the Office of Record depending upon the specific program or event involved.

Access to Covenant Correspondence is restricted to the Bishop and his delegates (including but not limited to the Chancellor, the Canon for Youth & Young Adults, the Project Coordinator for Youth & Young Adults, the Director of Huston Camp and Conference Center and the Archivist/Records Manager). Anyone else, including representatives of civil authorities, will be referred to the Chancellor.

## **CONFIDENTIAL RECORDS (CONT.)**

### **CAMPS, CONFERENCES AND SPECIAL EVENTS FILES (CONT.)**

**HEALTH FORMS AND HEALTH LOGS:** Health records of individuals who have participated in diocesan sponsored programs or events. Content of Health Forms and Health Logs may include the names, addresses, ages, and parents' names of individuals who have or are participating in diocesan sponsored programs or events, their health conditions and any medications and/or medical treatments they may require or have received as well as signed parental waivers.

Faith Formation or Huston Camp and Conference Center would be the Office of Record depending upon the specific program or event involved.

Access to Health Forms and Health Logs is restricted to the Bishop, his delegates (including but not limited to the Chancellor, the Canon for Youth & Young Adults, the Director of Huston Camp and Conference Center, the Archivist/Records Manager), medical personnel directly involved in treatment of the individual named in the record, and, with the necessary permission, parents of a minor child named in the record or if an adult, the individual named in the record. Anyone else, including representatives of civil authorities, will be referred to the Chancellor.

### **STUDENT FILES**

Records of individuals who have applied to, attended and/or graduated from the Iona Olympia School or the previous Diocesan School of Ministry and Theology (DSOMAT). Content of Student Files may include application form, transcripts from high school and/or college, test scores, grade sheets, scholarship requests, transcripts, evaluations of the student and correspondence.

The Iona Olympia School or the previously Diocesan School of Ministry and Theology (DSOMAT) is the Office of Record. Access to Student Files is restricted for a period of 30 years after the student's death to the Bishop, his delegates (including but not limited to the Chancellor, the Dean, the Project Manager for Faith Formation, the Archivist/Records Manager) and, with the necessary permission, faculty members. Students may have access to their individual files upon request to the Dean. Anyone else, including representatives of civil authorities, will be referred to the Chancellor. Thirty (30) years after the death of the student, limited access for research purposes may be granted at the Archivist's discretion.

### **BEQUESTS, WILLS, TRUSTS & GIFTS**

Records of bequests, wills, trusts and gifts benefiting the Diocese, its parishes, missions, institutions, etc. Contents include terms and any related documentation. The Treasurer's Office is the Office of Record. Access to Bequests, Wills, Trusts & Gifts is restricted for a period of 30 years after the death of the individual who made the bequest, will, trust or gift to the Bishop, his delegates (including but not restricted to the Chancellor, the Director of Stewardship & Development; the Administrative Assistant for Stewardship & Development, the Treasurer, the Canon for Finance and the Archivist/Records Manager.) The individuals who made the bequest, will, trust or gift may have access to their individual files

## **CONFIDENTIAL RECORDS (CONT.)**

### **BEQUESTS, WILLS, TRUSTS & GIFTS (CONT.)**

upon request to the Treasurer. Anyone else, including representatives of civil authorities will be referred to the Chancellor. Thirty (30) years after death, limited access for research purposes may be granted at the Archivist's discretion if not otherwise restricted by the terms of the bequest, will, trust or gift.

### **DONOR FILES**

Records of individuals who have donated funds to any diocesan program or campaign including, but not limited to, the Capital Campaign, the Episcopal Community Action (Episcopal Charities Appeal), and Planned Giving.

Content of Donor Files may include personal information on donors, amount of donations and pledges. Any restrictions placed on donations by donors (such as the wish to remain anonymous) will be respected.

Access to Donor Files is restricted for a period of 30 years after death of the donor to the Bishop, his delegates (including but not limited to the Chancellor, the Canon for Stewardship & Development, the Administrative Assistant for Stewardship & Development, the Treasurer, the Canon for Finance and the Archivist/Records Manager). Donors may have access to their individual files upon request to the Canon for Stewardship & Development or the Administrative Assistant for Stewardship & Development. Anyone else, including representatives of civil authorities, will be referred to the Chancellor. Thirty (30) years after death of the donor, limited access for research purposes may be granted at the Archivist's discretion if not otherwise restricted by the terms of the donation.

### **IMMIGRANT AND REFUGEE FILES**

**IMMIGRANT FILES:** Records of immigrants who have applied to the Refugee Resettlement Ministry for assistance. Content of Immigrant Files may include general information on immigrants who have approached the Refugee Resettlement Ministry for assistance. Access to Immigrant Files is restricted to the Bishop, his delegates (including but not limited to the Chancellor, the Director of the Refugee Resettlement Ministry, his staff and the Archivist/Records Manager). Representatives of legitimate social service organizations may be allowed access with the permission of the Director of the Refugee Resettlement Ministry and immigrants may have access to their individual files upon request to the Director of the Refugee Resettlement Ministry. Anyone else, including representatives of civil authorities, will be referred to the Chancellor.

## CONFIDENTIAL RECORDS (CONT.)

### IMMIGRANT AND REFUGEE FILES (CONT.)

REFUGEE FILES: Records of refugees processed through the Domestic & Foreign Missionary Society of the Episcopal Church and assisted by the Refugee Resettlement Ministry. There is one file per family.

Content of Refugee Files may include Affidavit of Relationship, Evaluation of Anchor Relative or Friend Sponsor, and the Reception and Placement Program Assurance forms from the U.S.

Department of State; copies of disbursement vouchers; Episcopal Migration Ministry 30 Day Cash and Donated Support Record, Core Services Checklist, and Arrival Form; Volunteer Agency-Verification of Refugee Financial Status; Diocese of Olympia-Refugee Case Record; 90-Day Employment Assessment and Resettlement Evaluation; health care and general case notes; sponsorship commitment and health screening forms; copies of Social Security and I-94 cards and promissory notes for travel loan; King County Department of Public Health-Summary Information for Sponsor and correspondence. Closed files contain a notice indicating the file has been officially closed.

Access to Refugee Files is restricted to the Bishop, his delegates (including but not limited to the Chancellor, the Director of the Refugee Resettlement Ministry, his staff and the Archivist/Records Manager). Representatives of other legitimate social service organizations may be allowed access with the permission of the Director of the Refugee Resettlement Ministry and refugees may have access to their individual files upon request to the Director of the Refugee Resettlement Ministry. Anyone else, including representatives of civil authorities, will be referred to the Chancellor.

### FINANCIAL FILES

PAYROLL/INSURANCE FILES *See* PERSONNEL FILES.

DONATION FILES *See* DONOR FILES

**THESE POLICIES AND PROCEDURES ARE WRITTEN IN ORDER TO RESPECT THE PRIVACY OF THE INDIVIDUAL IN ACCORDANCE WITH TITLE III, CANON 4 OF THE CANONS FOR THE GOVERNMENT OF THE PROTESTANT EPISCOPAL CHURCH (2000), OTHER RELEVANT CANONS AND CIVIL LAW AS OUTLINED IN THE INTRODUCTORY STATEMENT.**

**RECORDS RETENTION**

**SCHEDULE**

**DIOCESE OF OLYMPIA**

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Archdeacon

**Administrative Contact:** Archdeacon

**Division:**

**Phone:** 3506 (Voicemail)

**I.D. Code:** 03

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ANNUAL REPORTS	03	2 yrs. & transfer to Bishop's Office for permanent retention
CAMPS, CONFERENCES & SPECIAL EVENTS – DEACONS' RETREATS	03	3 yrs. & review for archival value
LETTERS OF CLERGY ASSIGNMENT	03	Admin. use & transfer to Bishop's Office.
PUBLICATIONS: DEACON'S BROCHURE & CUSTOMARY FOR DEACONS: <b>NOTE:</b> On website	03	Until superseded and review for archival value.
REQUESTS FOR RETIRED CLERGY LICENSING	03	Admin. use & transfer to Bishop's Office.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Archives & Records Mgmt. **Administrative Contact:** Archivist/Records Mgr.

**Division:** **Phone:** 2023

**Office I.D. Code:** 15

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ACCESSION LIST: List of archival acquisitions with date & donor information.	15	Permanent. VITAL RECORD.
ARCHIVES/REC. MGMT. DATABASE: Record of files held by the Archives/Rec. Mgmt. Office.	15	Permanent. VITAL RECORD.
DEEDS OF GIFT: Documents legal transfer of ownership of item(s) to the Diocese of Olympia.	15	Permanent. VITAL RECORD.
FINDING AIDS: Bibliographies, indexes, pathfinders, holdings lists & any other aids to the location of materials in the Archives.	15	Until superseded or until administrative use ceases & destroy. VITAL RECORD.
LOAN AGREEMENTS: Documents outside loan & return of archival materials.	15	Active + 6 yrs. & destroy. VITAL RECORD.
PHOTOGRAPH COPYING AGREEMENT: Documents terms for copying archival photographs.	15	Active + 6 yrs. & destroy.
RECORDS DESTRUCTION DOCUMENTATION: Includes record title, date of destruction, method of destruction & authorization.	15	Permanent. VITAL RECORD.

**Department:** Archives & Records Management (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
RECORDS IN STORAGE: Inventory of records currently housed in the Archives/Rec. Mgmt. Office.	15	Until superseded & destroy.
RECORDS MANAGEMENT MANUAL: Includes policies & procedures, forms & retention schedule.	15	Permanent. Keep 1 copy each of all originals & revisions. Review annually. VITAL RECORD.
REQUESTS FOR INFORMATION: Requests for information with their respective responses.	15	Until administrative use ceases & destroy. Review
REQUESTS FOR THE USE OF THE ARCHIVES: Applications for doing archival research.	15	Until administrative use ceases & destroy.
STORAGE/PICK-UP RECEIPTS	15	Active + 6 yrs. & destroy.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Bishop's Office

**Administrative Contact:** Exec. Assistant to the Bishop

**Division:**

**Phone:** 2010

**Office I.D. Code:** 10

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

Record Ser. Title/Description	Dept.	Retention, Disposition & Remarks
ANNUAL REPORT TO NATIONAL CHURCH: Details work assignments of both parochial & non-parochial clergy.	10	Permanent.
APPLICANT FILES: Records of individuals supported by the clergy for admission to Holy Orders, who have been seen by the Bishop & reviewed by BACAM (Bishop's Advisory Committee on Admission to the Ministry / Postulancy Retreat).	10	Permanent. CONFIDENTIAL. Once complete, the files are presented to the Standing Committee and once ordained, the files are transferred to the Bishop's Office. If the individual is not admitted to Holy Orders, the file is transferred to Archives and retained for 5 years.
BOARD OF EXAMINING CHAPLAINS: Includes correspondence, GOEs (General Ordination Exams) & certificates awarded to applicants for admission to Holy Orders prior to ordination. <i>See also</i> APPLICANT FILES.	10	Permanent. CONFIDENTIAL. <b>NOTE:</b> Once ordained, these files are transferred to the clergy files.
CALENDARS: Employee planning calendars.	10	Retain Bishop's calendar 1 yr. & transfer to Archives. Retain other employee calendars for no longer than 2 yrs. & destroy.

**Department:** Bishop's Office (cont.)

**Record Ser. Title/Description**

**Dept. Retention, Disposition & Remarks**

CAMPS, CONFERENCES & SPECIAL EVENTS: Includes program materials & reports, participant rosters, site information, evaluations, correspondence, etc. for both diocesan sponsored & outside events. Includes local, national & international conferences, diocesan & general convention, special services, visitations, etc.  
*See Also P.I.E. and diocesan website)*

10 3 yrs. & review for archival value.

CLERGY FILES, ACTIVE:  
Records of ordained clergy including active clergy canonically resident, retired clergy canonically resident & licensed clergy.

10 Permanent.  
CONFIDENTIAL. Health information, including psychological evaluations kept in a separate file.

CLERGY FILES, INACTIVE:  
Records of ordained clergy not canonically resident, deceased clergy, retired clergy & clergy who have renounced their vows.

10 Permanent. Kept in Archives.  
**NOTE:** Keep correspondence until deceased then review for archival value. CONFIDENTIAL.

COMMISSION/COMMITTEE FILES - YOUR OFFICE: A record of actions taken & decisions made by the commissions, committees, councils, task forces, etc. for which your office is the Office of Record. Typically includes minutes, agendas, notes, reports, correspondence, etc.

10 3 yrs. & review for archival value. Keep minutes, agendas, rosters substantive correspondence final reports, etc. permanently.  
**NOTE:** Bishop's Office is the Office of Record for Standing Committee and Commission on Ministry.

CONFIRMATION RECORDS  
**NOTE:** Record of confirmations is now found in Visitation Records

10 Permanent. CONFIDENTIAL. VITAL RECORD.  
**NOTE:** Transfer original signed record to Archives after entry in database.

**Department:** Bishop's Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CORRESPONDENCE - EMBER DAY LETTERS	10	Destroy upon ordination. CONFIDENTIAL.
CORRESPONDENCE - GENERAL: Official & routine letters & memoranda concerned with all aspects of departmental, inter-departmental & diocesan operation.	10	3 yrs. & review for archival value. <b>NOTE:</b> Letters of appointment are permanent.
CORRESPONDENCE - PASTORAL	10	3 yrs. & review for archival value. CONFIDENTIAL.
CYCLE OF PRAYER: Included in P.I.E	10	Permanent.
ECUMENISM: Materials relating to ecumenical efforts primarily within the state.	10	3 yrs. & review for archival value.
GRANTS, SUCCESSFUL APPLICATION – THE EPISCOPAL CHURCH: Grants bestowed by The Episcopal Church.	10	Active + 1 yr. & review for archival value.
GRANTS, SUCCESSFUL APPLICATION - EMERGENCY OR SPECIAL PROJECT	10	Active + 6 yrs. & review for archival value.
GRANTS, DENIED	10	1 yr. & destroy.
LAY MINISTRY LICENSES: Record of licenses issues & renewed.	10	Keep for duration of license (5 years) or until administrative use ceases & destroy.
ORDINATION VOWS, DIOCESE OF OLYMPIA	10	Permanent. VITAL RECORD.
PUBLICATIONS: P.I.E. and other Bishop's Office publications.	10	Retain at least 1 copy of each publication permanently.

**Department:** Bishop's Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
RE-MARRIAGE FILES (formerly MARITAL JUDGMENT files)	10	Keep final judgment permanently. Keep supporting documentation 3 years & destroy. VITAL RECORD. CONFIDENTIAL.
STAFF MEETING MINUTES	10	Permanent.
VISITATION: Includes visitation schedule & preparatory material. Contains record of confirmation.	10	Transfer to Archives. Confirmation records are permanent.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Campus Ministries & Young Adults    **Administrative Contact:** Canon for Campus  
**Division:**    *SEE Faith Formation – 35 & under*    Ministries and Young Adults  
**Office I.D. Code:** 60    **Phone:** 2044  
**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CONTACT LISTS: Includes lists of student names and contact information.	60	4 yrs. & destroy.
FUNDRAISING FILES: Includes fund raising letters to congregations; ECA & TEC grant requests, promotional materials and fundraising records not included in donor files.	60	6 yrs. & review for administrative or archival value.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Canon to the Ordinary

**Administrative Contact:** Canon to the Ordinary

**Division:**

**Phone:** 2040

**Office I.D. Code:** 30

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CAMPS, CONFERENCES & SPECIAL EVENTS: Includes program materials & reports, participant rosters, site information, evaluations, correspondence, etc. for both diocesan sponsored & outside events including events & workshops. Also includes other local, national & international conferences, diocesan & general convention, special services, etc.	30	3 yrs. & review for archival value. <b>NOTE:</b> Canon's Office is Office of Record for Congregational Leadership Day.
CAMPS, CONFERENCES & SPECIAL EVENTS – SC HOLARSHIP REQUESTS	30	6 yrs. & destroy. CONFIDENTIAL
CLERGY FILES, BACKGROUND CHECKS - FINAL REPORT	30	Permanent. Kept in Clergy Files in Bishop's Office. CONFIDENTIAL. <b>NOTE:</b> From Oxford Document.
CLERGY FILES, MISCONDUCT SIGN-OFF DOCUMENTS: Diocese of Olympia Policies & Procedures in Cases of Sexual Misconduct sign-off form & Church Insurance Co., New Warranty for Sexual Misconduct certification of training form. Also Safeguarding God's Children and Safeguarding God's People.	30	Permanent. Kept in Clergy Files in Bishop's Office. CONFIDENTIAL.
CLERGY FILES, SEARCH & DEPLOYMENT-30 APPLICANT NOT ACCEPTED		Administrative use & destroy. CONFIDENTIAL.
CLERGY FILES, SEARCH & DEPLOYMENT-30 FINAL DETERMINATION & SELECTION		Permanent. CONFIDENTIAL.

**Department:** Canon to the Ordinary (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
GRANTS: Bishop's Initiative Grants	30	Active + 6 yrs. & review for archival value.
PARISH & MISSION FILES: Documents history, growth & development of individual congregations. Typically includes parish & mission history; documentation of granting mission or parish status; financial reports; record of clergy; property files & building plans & surveys; congregational statistics; contracts & legal materials – often including articles of incorporation for parishes; conflict & transition files; ERT documentation; parish & mission profiles & surveys; correspondence, minutes, etc.	30	Indefinite. Review every 3 yrs. Keep all substantive correspondence, reports, minutes, legal documents permanently. Keep financial documents per Treasurer's Office Schedule. <b>NOTE:</b> Keep Canon 25 records permanently. CONFIDENTIAL.
PUBLICATIONS: News from the Canon to the Ordinary	30	Retain at least 1 copy permanently.
REPORT TO DIOCESAN COUNCIL	30	Permanent. Keep 1 copy. Kept in Council minutes & reports.
TOTAL COMMON MINISTRY FILES: Includes training information for circles & other ministry support groups.	30	Administrative use & transfer to Bishop's Office clergy files if ordained; transfer to Parish & Mission files if not ordained. Review for archival value.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Congregational Development **Administrative Contact:** Canon for Congregational  
**Division:** Development  
**Office I.D. Code:** 74 **Phone:** 2030  
**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
COLLEGE FOR CONGREGATIONAL FILES	74	Administrative use & review for DEVELOPMENT archival value.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Diocesan House  
**Division:** Building Manager  
**Office I.D. Code:** 14C  
**Date:** 2017

**Administrative Contact:** Building Mgr.  
**Phone:** 2036

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ARCHITECTURAL DRAWINGS, BLUE-PRINTS, PLOTS, PLANS, ETC.	14C	Permanent. Retain unique items permanently. Destroy duplicate items after administrative use ceases. <i>See also</i> Property Rep.'s Office Schedule – Property Files. VITAL RECORD.
EQUIPMENT FILES – DIOCESAN HOUSE	14C	Equipment life + 2 yrs.
INVENTORY – DIOCESAN HOUSE (PHOTO/VIDEO)	14C	Until superseded & review for archival value. VITAL RECORD.
JOURNAL – DIOCESAN HOUSE: A record of day-to-day occurrences, special events & maintenance issues.	14C	Permanent.
PHOTO JOURNAL – DIOCESAN HOUSE (ELECTRONIC)	14C	Permanent. VITAL RECORD.
POLICIES AND PROCEDURES – DIOCESAN HOUSE EMERGENCY PLAN	14C	Until superseded & destroy. VITAL RECORD.
POLICIES AND PROCEDURES – USE OF DIOCESAN HOUSE	14C	3 yrs. & review for archival value.
PROPERTY FILES – DIOCESAN HOUSE- CONSTRUCTION, MAINTENANCE & REPAIR	14C	Permanent. VITAL RECORD. <i>See also:</i> Treasurer's Office Schedule.

*For all other Record Series Titles See Also General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Diocesan House      **Administrative Contact:** Archivist  
**Division:** Print Shop (Closed 6/2011) **Phone:** 2023  
**Office I.D. Code:** 14P  
**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
BILLING FILES: Copy of quarterly report sent to Accounting of charges billed for printing jobs.	14P	2 yrs. & destroy.
BILLING FILES: Detailed list by department of work performed & fees charged.	14P	Administrative use.
PRINT SHOP ORDERS: Record of printing orders received & number of copies requested.	14P	3 yrs. & destroy.
PRINTING - COPY	14P	Permanent. Keep 1 copy each of everything printed. VITAL RECORD.
PRINTING - MASTER COPY	14P	3 yrs. & destroy.
PURCHASE ORDER FILES Copy of purchase order & invoices. Originals in Accounting.	14P	2 yrs. & destroy.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Diocesan House  
**Division:** Receptionist  
**Office I.D. Code:** 14  
**Date:** 2017

**Administrative Contact:** Receptionist  
**Phone:** 2028

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CALENDAR, DIOCESAN	14	Permanent.
COPY & POSTAGE – SUMMARY OF CHARGES – MONTHLY	14	2 yrs. & destroy.
DIOCESAN DATABASE	14	Until superseded. VITAL RECORD
FAX TRANSMIT/RECEIVE JOURNAL	14	Admin. use & destroy.
POSTAGE STATEMENT - NONPROFIT STANDARD MAIL	14	2 yrs. & destroy.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Faith Formation - Adult      **Administrative Contact:** Director  
**Department:** Faith Formation – 35 & Under      **Administrative Contact:** Canon / Youth Ministry Program  
**Division:**      Coordinator  
**Office I.D. Code:** 33      **Phone:** 2042/2044/2032  
**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser.</b>	<b>Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
	CALENDAR OF EVENTS	33	Permanent.
	CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH DEVELOPMENT) - ACCIDENT & INJURY REPORTS: Reports of accident or injury to either staff or event participants.	33	5 yrs. past participant's 18th birthday & destroy. If claim is filed, keep 6 yrs. from date of settlement & destroy.
	CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - CHILD PROTECTIVE SERVICES RPTS	33	5 yrs. past participant's 18th birthday & destroy. CONFIDENTIAL.
	CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - EVALUATIONS	33	1 yr. & destroy.
	CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - HOUSING LIST: List documenting housing locations of event participants. <b>NOTE:</b> Housing list & participant roster are both included on master spreadsheet.	33	Housing list kept permanently.
	CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - PARTICIPANT ROSTER: List of participants enrolled for each event. <b>NOTE:</b> Participant roster and housing list are both included on master spreadsheet.	33	Participant roster may be destroyed after 4 yrs. if it can be separated from housing information. <b>NOTE:</b> Health information also included on master spreadsheet. CONFIDENTIAL.

**Department:** Faith Formation (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - PROGRAM MATERIAL: Record of the content of approved events. Typically includes program description & notes, outlines, games, songs, prayers, lists of resources & misc. instructional material.	33	2 yrs. & review for archival value.
CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - REGISTRATIONS: Record of a participant's enrollment in & payment for an event. Includes name, address, age, date, & payment amount.	33	6 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - MEDICAL AUTHORIZATIONS & WAIVERS	33	5 yrs. past participant's 18th birthday & destroy. CONFIDENTIAL.
CAMPS, CONFERENCES & SPECIAL EVENTS (FAITH FORMATION) - SCHEDULE	33	2 yrs. & review for archival value. <b>NOTE:</b> Working schedule on website.
CONTRACTS	33	Active + 6 yrs. & review.
COPYRIGHT REGISTRATION	33	Life of copyright protection & review for archival value.
CORRESPONDENCE, COVENANT: Correspondence with an event participant whose behavior has been questionable which outlines the problem and what action shall be taken.	33	5 yrs. past participant's 18th birthday & destroy. CONFIDENTIAL.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA  
Records Retention Schedule**

**Department:** Faith Formation      **Administrative Contact:** Dean  
**Division:** Iona Olympia School (IOS)      **Phone:** 2042  
**Office I.D. Code:** 36 \*(previously 35) **NOTE:** Also applies to non-current DSOMAT records  
**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

Record Ser. Title/Description	Dept.	Retention, Disposition & Remarks
CALENDAR OF EVENTS <i>See website.</i>	36	Until superseded.
CAMPS, CONFERENCES & SPECIAL EVENTS: Includes program materials & reports, participant rosters, site information, evaluations, correspondence, etc. for both & outside events. Includes local, national & international conferences, diocesan & general convention, special services, visitations, etc.	36	3 yrs. & review for archival value. <b>NOTE:</b> DSOMAT is Office of Record for the Young Adult Discernment Group and diocesan sponsored DSOMAT Intensive Course.
CAMPS, CONFERENCES & SPECIAL EVENTS – SCHOLARSHIP REQUESTS	36	6 yrs. & destroy. CONFIDENTIAL.
COMMISSIONS/COMMITTEES: <i>See also</i> GENERAL SCHEDULE	36	3 yrs. & review for archival value. Keep minutes, agendas, rosters, substantive correspondence, final reports, etc. permanently. <b>NOTE:</b> IOS is Office of Record for IOS Board & DSOMAT is Office of Record for DSOMAT Board and Making Excellent Disciples (MED) Committee.
CURRICULUM - CLERGY RESIDENCY PROGRAM FILES: Includes program procedures & student records.	36	Permanent. CONFIDENTIAL. <b>NOTE:</b> Non-current program.

**Department:** Faith Formation

**Division:** Iona Olympia School (cont.) **NOTE:** Also applies to non-current DSOMAT records

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CURRICULUM - SCHOOL CATALOGS: Description of course offerings, class schedules, procedures for admission & general information.	36	Permanent. Keep 2 copies ea. <b>NOTE:</b> 2 copies are sent to Archives at time of distribution.
FUNDRAISING – DONOR FILES	36	Permanent. CONFIDENTIAL.
SEMINARS, SHORT COURSES & INSTITUTES <i>See</i> CAMPS, CONFERENCES & SPECIAL EVENTS.		
STUDENT RECORDS – ALUMNI LISTS	36	Until superseded & destroy.
STUDENT RECORDS - APPLICATIONS FOR ADMISSION (ACCEPTED OR NOT ACCEPTED BUT NOT ENTERED)	36	1 yr. & destroy. CONFIDENTIAL.
STUDENT RECORDS - APPLICATIONS FOR ADMISSION (ACCEPTED AND ENROLLED)	36	15 yrs. & destroy. CONFIDENTIAL
STUDENT RECORDS - CLASS LIST:	36	Permanent.
STUDENT RECORDS - GRADE SHEETS	36	6 yrs. & destroy. CONFIDENTIAL.
STUDENT RECORDS - MATRICULATION BOOK	36	Permanent.
STUDENT RECORDS - REGISTRATION FORMS	36	6 yrs. & destroy.

**Department:** Faith Formation

**Division:** Iona Olympia School (cont.) **NOTE:** Also applies to non-current DSOMAT records

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
STUDENT RECORDS - STUDENT FOLDER	36	Transcripts retained permanently. Other materials are retained 25 yrs. from date of first enrollment & destroyed. CONFIDENTIAL.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Huston Camp & Conf. Center **Administrative Contact:** Director

**Division:** **Phone:** 360-793-0441

**Office I.D. Code:** 18

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ACCREDITATION CERTIFICATE	18	Active + 6 yrs. & destroy.
ARCHITECTURAL DRAWINGS, BLUE-PRINTS, PLOTS, PLANS, ETC.	18	Permanent. Retain unique items permanently. Destroy duplicate items after administrative use ceases. <i>See also</i> Property Rep.'s Office Schedule - Property Files. VITAL RECORD.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - ACCIDENT & INJURY REPORTS	18	5 yrs. past participant's 18th birthday & destroy. If claim is filed, keep 6 yrs. from date of settlement & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - CHILD PROTECTIVE SERVICES REPORTS	18	5 yrs. past participant's 18th birthday & destroy. CONFIDENTIAL.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - EVALUATIONS: Evaluations by participants and/or staff of event content, presentation, etc.	18	Retain at least 1 yr. but no longer than 3 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) – GROUP CONTRACTS: Contracts signed with conference groups specifying the name & nature of the group, conference dates & requirements & fees charged.	18	Active + 6 yrs. & destroy. VITAL RECORD.

**Department:** Huston Camp & Conference Center (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - GROUP STATEMENTS: Original billing statements.	18	6 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - HEALTH CARE PLAN	18	Until superseded & review for archival value.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - HEALTH FORMS: Includes participant health history & parental medical authorizations.	18	5 yrs. past participant's 18th birthday & destroy. CONFIDENTIAL.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - HEALTH LOGS: Daily record of accident, injury and/or illness among event participants, treatment provided and by whom.	18	17 yrs. from date of last entry & destroy. CONFIDENTIAL.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - HOUSING LIST: List documenting housing location/roster (cabin groups) of event participants.	18	Permanent.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - PARTICIPANT ROSTER	18	5 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS - PAYMENT REPORTS	18	6 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - PROGRAM MATERIAL: Record of the content of approved events. Typically includes program description & notes, outlines games, songs, prayers, lists of resources & misc. instructional material.	18	Administrative use & review for archival value.

**Department:** Huston Camp & Conference Center (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - REGISTRATIONS: Record of participant enrollment in & payment for an event. Includes registration for van transportation. (Does not include health form/medical authorization or releases.)	18	6 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - RELEASES & WAIVERS	18	5 yrs. past participant's 18th birthday & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - SCHEDULES: Event & van schedules.	18	1 yr. & review for archival value.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC)-SCHOLARSHIP LETTERS	18	6 yrs. and destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (HCCC) - STANDING ORDERS FOR HEALTH SCREENING & MEDICAL TREATMENT AT CAMP HUSTON	18	Permanent.
CAMPS, CONFERENCES & SPECIAL EVENTS - NOT HCCC: Typically includes program material, notes, correspondence, etc.	18	1 yr. & review for archival value.
INSPECTION REPORTS - FIRE	18	10 yrs. & destroy.
INSPECTION REPORTS - HEALTH	18	10 yrs. & destroy.
INSURANCE	18	<i>See</i> Treasurer's Office Schedule.
INVENTORY, PROPERTY	18	Until superseded & review for archival value. VITAL RECORD.
MAILING LIST	18	Until superseded & destroy.

**Department:** Huston Camp & Conference Center (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
MAINTENANCE FILES: <i>See</i> CONTRACTS; EQUIPMENT & PROPERTY FILES	18	
PAYROLL - GENERAL	18	<i>See</i> Treasurer's Office Schedule.
PAYROLL - MONTHLY REPORT	18	1 yr. & destroy. <b>NOTE:</b> E-copy in Treasurer's Office. Hard copy in Archives.
PAYROLL - TIME CARDS	18	6 yrs. & destroy.
PERMITS, LICENSES, CERTIFICA- TIONS, & AUTHORIZATIONS: Includes National Forest Service Special Use Permits, Occupancy Certificates, Amer. Red Cross Course Authorizations, etc. Does NOT include building permits.	18	Active + 3 yrs. & destroy.
PERMITS - BUILDING	18	<i>See</i> Property Rep.'s Office Schedule- Property Files.
PERSONNEL (NON-CLERGY) - EMPLOYEE FILES	18	<i>See</i> Operations: Personnel Office Schedule. <b>NOTE:</b> HCCC is Office of Record for all HCCC employees.
PROPERTY FILES	18	<i>See</i> Property Rep.'s Office Schedule.
RECEIPT LEDGER: Includes record of Fees received & deposits made, etc. Includes monthly Conference Deposits report.	18	6 yrs. & destroy. <b>NOTE:</b> Copy of Conference Deposits Report is sent to the Treasurer's Office.
WATER BACTERIOLOGICAL ANALYSIS, MONTHLY: Report required by the Washington State Dept. of Health.	18	10 yrs. & destroy.
WATER METER BOOK	18	6 yrs. from date of last entry destroy.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Multi-Cultural Ministries  
**Division:**  
**I.D. Code:** 28  
**Date:** 2017

**Administrative Contact:** Canon for Multi-Cultural  
**Phone:** 3503 Ministries

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

Record Ser. Title/Description	Dept.	Retention, Disposition & Remarks
BUDGET	28	<i>See</i> Treasurer's Office Schedule
COMMISSION/COMMITTEE FILES - MULTI-CULTURAL MINISTRIES: A record of actions taken & decisions made by the commissions, committees, task forces, etc. for which Multi-Cultural Ministries is the Office of Record. Typically includes minutes, agendas, notes, reports, reports, correspondence, etc.	28	3 yrs. & review for archival value. Keep minutes, agendas, rosters, substantive correspondence, final reports, etc. permanently. <b>NOTE:</b> Multi-cultural Ministries is the Office of Record for: Commission for Multi-Cultural Ministries; African American Committee; First Nations Committee; Indo-Hispanic Committee; and Anti-Racism Training Team.
WEBSITE: Includes Events Calendar; list of commissions & committees and how they serve; and the Multi-Cultural Ministries Blog.	28	Review annually for archival value.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Operations  
**Division:** Communications  
**Office I.D. Code:** 12  
**Date:** 2017

**Administrative Contact:** Director for Communications  
**Phone:** 2039

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ARTICLES: Articles written & submitted for inclusion in diocesan or other publications.	12	Administrative use & review for archival value. <b>NOTE:</b> Maintained electronically.
AUDIO VISUAL PRESENTATIONS: Includes videotapes, slide presentations, CDs, DVDs, Power Point presentations, etc. Also any tapes, transcripts, etc. relating to television or radio broadcasts.	12	Administrative use & review for archival value. <b>NOTE:</b> Current materials maintained electronically.
AWARDS, CITATIONS, ETC. - SUBMISSIONS FOR THE POLLY BOND AWARD	12	1 yr. & review for archival value.
COMPUTER DOCUMENTATION: Vendor literature and manuals.	12	Administrative use & destroy.
DIOCESAN DATABASE	12	Information in the database is maintained until superseded & then deleted. Database itself is PERMANENT. VITAL RECORD.
DIRECTORIES <i>See Diocesan Database</i>	12	Until superseded.

**Department:** Operations (cont.)

**Division:** Communications

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
E-MAIL: Includes notes, messages, correspondence, reports & electronic forms. (Policy documents must be generated in paper & retained per retention schedule.)	12	Retain in inbox for no more than 90 days & transfer to electronic folder, print out, or delete. Delete transitory information upon reading. <b>NOTE:</b> Personal information should not be transmitted via E-Mail. <b>See E-Mail Policy, pg. 24.</b>
GRAPHICS	12	Until superseded or until administrative use ceases & review for archival value.
PHOTOGRAPHS & NEGATIVES/ (Includes photo CDs/DVDs)	12	Administrative use & review for archival value. <b>NOTE:</b> Current photos maintained electronically.
PRESS KITS	12	Administrative use & review for archival value.
PRESS RELEASES	12	Permanent.
PUBLICATIONS – ACROSS THE DIOCESE	12	Permanent.
PUBLICATIONS - EPISCOPAL VOICE	12	Permanent. Keep 3 copies each issue. <b>NOTE:</b> Non-current.
PUBLICATIONS - FYI	12	Permanent. Keep 3 copies each issue plus one copy of the packet mailed to congregations. <b>NOTE:</b> Non-current.
PUBLICATIONS - LAYOUT/ ART WORK	12	Administrative use & review for archival value.

**Department:** Operations (cont.)

**Division:** Communications

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
PUBLICATIONS - OTHER: Includes promotional materials such as flyers & brochures & any other generally disseminated material produced to promote the events, activities & mission of the Diocese.	12	Permanent. Keep 1-5 copies each.
PUBLICATIONS - PARISH & MISSION NEWSLETTERS	12	Administrative use & transfer to Archives for permanent retention.
SOCIAL MEDIA COMMUNICATIONS: Facebook; Twitter; Instagram; etc.	12	Selective retention.
WEB SITE	12	Indefinite. Save to DVD or other appropriate storage media or device quarterly. <b>NOTE:</b> 2002 is incomplete but available at: <a href="http://www.archives.org">www.archives.org</a>

*For all other Record Series Titles See General Schedule, page 89.*



**Department:** Operations

**Division:** Convention, Governance & Personnel

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
JOURNAL OF THE DIOCESE OF OLYMPIA	13	Transfer 3 copies to Archives upon publication for permanent retention. Include both paper and electronic copies. Additional copies kept as needed for administrative use.
PERSONNEL (NON-CLERGY) - EMPLOYEE FILES: Typically includes applications, resumes, job descriptions, letters of appointment, evaluations, attendance & leave forms, medical reports, training & employment history, etc.	13	Permanent. <b>NOTE:</b> Operations Office is the Office of Record for diocesan staff & non-clergy employees of the Diocese with the exception of HCCC, SAH & Refugee Resettlement employees. The Treasurer's Office is Office of Record for payroll/insurance & related documents, Washington State patrol forms & diocesan misconduct documents for diocesan staff & non-clergy employees. The Bishop's Office is Office of Record for clergy files. CONFIDENTIAL.
PUBLICATIONS – GOVERNING BODIES NEWSLETTER	13	Permanent.
PUBLICATIONS (Not included above)	13	<i>See</i> Communications Office Schedule.
REGIONAL MINISTRIES – GUIDELINES	13	Transfer 1 copy to Archives upon publication for permanent retention. Include both paper and electronic copies. Additional copies kept as needed for administrative use.
TEC (THE EPISCOPAL CHURCH) FILES <i>See also</i> CAMPS, CONFERENCES & SPECIAL EVENTS.	13	<i>See</i> General Schedule. <b>NOTE:</b> This office is Office of Record for materials updated online for the <i>Church</i> . Annual. Keep until superseded.

***For all other Record Series Titles See General Schedule, page 89.***

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Property  
**Division:**  
**Office I.D. Code:** 13P  
**Date:** 2017

**Administrative Contact:** Manager  
**Phone:** 3510

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention Disposition &amp; Remarks</b>
COMMISSION/COMMITTEE FILES- PROPERTY: A record of actions taken & decisions made by the commissions, committees, councils, task forces, etc. for which your office is the Office of Record. Typically includes minutes, agendas, notes, reports, correspondence, etc. <b>NOTE:</b> Property is the Office of Record for Huston Camp and Conference Center Operations Committee and the St. Andrew's House Operations Committee.	13P	3 yrs. & review for archival value. Keep minutes, agendas, rosters, substantive correspondence, final reports, etc. permanently.
CONTRACTS: Includes new construction contracts, repair/maintenance, property, & improvement contracts & lease agreements.	13P	Active + 6 yrs. & review for archival value. VITAL RECORD
INVENTORY, PROPERTY	13P	Until superseded & review for archival value. VITAL RECORD.
PROPERTY FILES: Includes deeds, conveyances, covenants & easements, title papers, repair history, permits, lease arrangements, correspondence, etc. related to diocesan & mission property. Also includes real estate surveys, plots, plans & architectural drawings & blueprints.	13P	Permanent. Retain unique files permanently. Destroy duplicate files after administrative use ceases. <b>NOTE:</b> When a mission achieves parish status, the deed for the property is transferred to the congregation. VITAL RECORD.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Refugee Resettlement  
**Division:**  
**I.D. Code:** 90  
**Date:** 2017

**Administrative Contact:** Director  
**Phone:** 206-323-3152

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ARRIVALS, MASTER LIST: Includes refugee arrival information including name, nationality, flight information, etc.	90	Indefinite.
GRANTS, SUCCESSFUL APPLICATION	90	Active + 6 yrs. & review for archival value.
GRANTS, DENIED	90	1 yr. & destroy.
IMMIGRANT FILES: Includes documentation relating to immigrants who have applied to the Refugee Resettlement Ministry for assistance.	90	Active + 5 yrs. & review for archival value. CONFIDENTIAL.
PERSONNEL (NON-CLERGY) - EMPLOYEE FILES Refugee Resettlement is Office of Record for Refugee Resettlement employees.	90	See Operations: Personnel Office Schedule. CONFIDENTIAL.
REFUGEE FILES: Includes documentation relating to refugee families processed through the through the Domestic & Foreign Missionary Society of the Episcopal Church and assisted by the Refugee Resettlement Ministry.	90	Active + 7 yrs. & review for archival value. CONFIDENTIAL.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Resource Center  
**Division:**  
**Office I.D. Code:** 32  
**Date:** 2017

**Administrative Contact:** Director  
**Phone:** 2043

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
A/V SUSPENSION ACCOUNT	32	1 yr. & destroy.
BOOKS, A/V & OTHER RESOURCE MATERIAL	32	Administrative use & discard
BOOKSYS DATABASE	32	Until superseded & destroy. VITAL RECORD.
CAMPS, CONFERENCES & SPECIAL EVENTS – REGISTRATIONS	13	6 yrs. & destroy.
CIRCULATION RECORDS	32	Until superseded & destroy. VITAL RECORD
DONATED BOOK LIST	32	Administrative use & destroy.
FINDING AIDS	32	Until superseded & destroy. VITAL RECORD.
INVENTORY - FIRE (1987)	32	Indefinite. Review annually.
PURCHASE ORDER FILES:	32	3 yrs. & destroy. <b>NOTE:</b> Originals in Accounting
SERIAL CHECK-IN RECORD	32	5 yrs. & review for archival value.
SHELF LIST - BOOKS: List of acquisitions.	32	Entries kept until superseded & delete. Permanent. VITAL RECORD.
SHELF LIST – AV: List of acquisitions.	32	Entries kept until superseded & then deleted. Shelf list itself is permanent. VITAL RECORD.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** St. Andrew's House (SAH) **Administrative Contact:** Administrator

**Division:** **Phone:** 360-898-2362

**Office I.D. Code:** 17

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

Record Ser. Title/Description	Dept.	Retention, Disposition & Remarks
ARCHITECTURAL DRAWINGS, BLUE-PRINTS, PLOTS, PLANS, ETC.	17	Keep originals permanently. Destroy duplicate items after administrative use ceases. <i>See also</i> Property's Office Schedule. VITAL RECORD
CAMPS, CONFERENCES & SPECIAL EVENTS (SAH) - REGISTRATION/	17	6 yrs. & destroy.
CAMPS, CONFERENCES & SPECIAL EVENTS (SAH) – RESERVATION CALENDARS	17	Until administrative use ceases & destroy.
CLERGY COTTAGE FILE	17	<i>See</i> Property's Office Schedule - Property
INSPECTION REPORTS - FIRE	17	3 yrs. & destroy.
INSPECTION REPORTS - HEALTH	17	3 yrs. & destroy.
INSURANCE	17	<i>See</i> Treasurer's Office Schedule.
PAYROLL - TIME CARDS	17	1 mo. & transfer to Treasurer's Office.
PERMITS - BUILDING	17	<i>See</i> Property's Office Schedule – Property
PERSONNEL (NON-CLERGY) - EMPLOYEE FILES	17	<i>See</i> Operations Office Schedule. <b>NOTE:</b> SAH is Office of Record for SAH employees.

**Department:** SAH

**Record Ser. Title/Description**

**Dept. Retention, Disposition & Remarks**

PROPERTY FILES

17 See Property's Office Schedule.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Stewardship & Development

**Administrative Contact:** Program Coordinator

**Division:**

**Phone:** 2041

**Office I.D. Code:** 41

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
BEQUESTS, WILLS, TRUSTS & GIFTS - STOCK TRANSFER FILES: Includes copies of letters of transfer; thank you letters; copies of checks to designated recipients; and copies of stock transfer documents. <i>See Also</i> Treasurer's Office Schedule.	41	Permanent. VITAL RECORD CONFIDENTIAL
CAPITAL CAMPAIGN - CASE STATEMENTS	41	Permanent. VITAL RECORD
CAPITAL CAMPAIGN (1992-97) - CATHEDRAL - MEMO OF UNDERSTANDING	41	Permanent.
CAPITAL CAMPAIGN - FINANCE: Includes Advance Fund, contributions through congregations, non-congregational based pledge cards, etc.	41	6 yrs. & review for archival value. VITAL RECORD.
CAPITAL CAMPAIGN – GENERAL FILES	41	3 yrs. & review for archival value.
CAPITAL CAMPAIGN - PLEDGE CARDS	41	6 yrs. & destroy

**Department:** Stewardship & Development (cont.)

**Record Ser. Title/Description**

**Dept. Retention, Disposition & Remarks**

COMMISSION/COMMITTEE FILES - STEWARDSHIP & DEVELOPMENT: A record of actions taken & decisions made by the commissions, committees, councils, task forces, etc. for which Stewardship & Development is the Office of Record. Typically includes minutes, agendas, notes, reports, correspondence, etc.	41	3 yrs. & review for archival value Keep minutes, agendas, rosters, substantive correspondence, final reports, etc. permanently. <b>NOTE:</b> Stewardship & Development is the Office of Record for the following commission: Stewardship & Development and the following committees: Episcopal Charities Appeal & Capital Campaign.
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal) CONTRIBUTION REPORT (MONTHLY)	41	1 yr. & destroy.
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal) CONTRIBUTION REPORT (ANNUAL)	41	Permanent.
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal)	41	Permanent. VITAL RECORD. CONFIDENTIAL
DONOR DATABASE: Includes history of donations to ECA & memorials.	41	Permanent. VITAL RECORD. CONFIDENTIAL.
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal) APPLICATIONS TO PARTICIPATE, SUCCESSFUL	41	Active + 6 yrs. & review for archival value.
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal) APPLICATIONS TO PARTICIPATE, DENIED	41	1 yr. & destroy.
EPISCOPAL COMMUNITY ACTION - Grants (Episcopal Charities Appeal)	41	6 yrs. & review for archival value.

**Department:** Stewardship & Development (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
EPISCOPAL COMMUNITY ACTION - (Episcopal Charities Appeal) RECIPIENT LIST – HISTORICAL REPORT	41	Permanent.
FINANCE: Includes records of a financial nature such as budgets, financial statements, vouchers, expense reports, etc. <i>See also</i> CAPITAL CAMPAIGN - FINANCE.	41	<i>See</i> Treasurer’s Office Schedule.
FINANCE – AUTHORIZATION AGREEMENTS FOR AUTHORIZED WITHDRAWAL OF FUNDS – Diocese of Olympia Stewardship Account	41	Active + 6 yrs.
FOUNDATIONS: <i>See</i> General Schedule: REFERENCE FILES		
GRANTS (DEVELOPMENT) (NON-CURRENT)	41	Review for archival value.
PLANNED GIVING - BISHOP’S SOCIETY: Membership rosters & related program material.	41	Permanent.
PLANNED GIVING - DONOR DATABASE	41	Permanent. VITAL RECORD. CONFIDENTIAL.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention Schedule**

**Department:** Treasurer/Canon for Finance **Administrative Contact:** Canon for Finance

**Division:** **Phone:** 2019

**Office I.D. Code:** 42

**Date:** 2017

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
ACCOUNTS PAYABLE - INVOICES	42	6 yrs. & destroy.
NON-CAPITAL	Other	2 yrs. & destroy.
ACCOUNTS PAYABLE – INVOICES - CAPITAL BUILDING	42	Permanent.
ACCOUNTS PAYABLE – INVOICES - CAPITAL EQUIPMENT	42	Life of equipment & destroy.
ACCOUNTS PAYABLE – VOUCHERS -	42	6 yrs. & destroy.
	Other	2 yrs. & destroy.
ACCOUNTS RECEIVABLE – CASH	42	6 yrs. & destroy.
RECEIPTS	Other	2 yrs. & destroy.
ASSESSMENT APPORTIONMENT DATA Copy.	42	5 yrs. & review for archival value. <b>NOTE:</b> Bishop’s Office is Office of Record.
ASSESSMENT FILES - PARISH & MISSION (QUARTERLY (in Diocesan Council files)	42	Permanent. VITAL RECORD.
ASSESSMENT FORMULAS	42	Until superseded & review for archival value.
AUDIT REPORTS	42	Permanent.
	Other	Administrative use & destroy.
BALANCE SHEETS (ANNUAL)	42	See Audit Reports.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
BANK DEPOSIT BOOKS/SLIPS	42	Tax yr. + 3 yrs. & destroy.
BANK RECONCILIATIONS	42	6 yrs. & destroy.
BANK STATEMENTS	42	6 yrs. & destroy. <b>NOTE:</b> Bank statements for Bond accounts are retained for length of term + 6 yrs.
BEQUESTS, WILLS, TRUSTS & GIFTS	42	Indefinite. <b>NOTE:</b> Records documenting restrictions on or purpose of bequests, etc. are permanent or are retained until restrictions are released. VITAL RECORD.
BISHOP'S DISCRETIONARY FUND	42	Indefinite. <b>NOTE:</b> Records documenting establishment of, restrictions on or purpose of BDF are VITAL RECORDS. Records documenting restrictions on BDF are permanent or are retained until restrictions are released.
BOARD OF DIRECTORS: <i>See</i> COMMISSION/COMMITTEE FILES		
BOND ISSUES - CONGREGATION (Includes bank statements & prospectus issued to congregations for investors.)	42	Active + 6 yrs. & destroy.
BUDGETS, APPROVED & REVISED	42	Permanent. (In <i>Journal of Convention</i> ) Other 2 yrs. & destroy.
BUDGETS, PROPOSED & WORKING PAPERS	42	Administrative use & destroy.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
BUILDING LOAN FUND (BLF) RECORDS	42	Indefinite. <b>NOTE:</b> Original notes are VITAL RECORDS. When paid, notes are returned to borrower.
CAPITAL ASSET RECORDS	42	Permanent or until fully depreciated.
CERTIFICATES OF DEPOSIT	42	Active + 6 yrs. & destroy.
CHARTS OF ACCOUNTS	42	Administrative use & destroy.
CHECK REGISTER <i>See</i> PAYROLL - CHECK REGISTER	42	
CHECKS - CANCELLED	42	6 yrs. & destroy.
CHECKS - CARBONS/COPIES Other 2 yrs. & destroy.	42	6 yrs. & destroy.
CHECKS - VOID	42	6 yrs. & destroy.
COMMISSION/COMMITTEE FILES - YOUR OFFICE: A record of actions taken & decisions made by the commissions, committees, councils, task forces, etc. for which your office is the Office of Record. Typically includes minutes, agendas, notes, reports, correspondence, etc.	42	3 yrs. & review for archival value. Keep minutes, agendas, rosters, substantive correspondence, final reports, etc. permanently.
CONTRACTS: Includes Service contracts, lease agreements, loans & notes, etc.	42	Active + 6 yrs. & review for archival value. VITAL RECORD.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
DIOCESAN INVESTMENT FUND	42	Indefinite. <b>NOTE:</b> Records documenting establishment of restrictions on or purpose of DIF funds are VITAL RECORDS. Records documenting restrictions are retained permanently or until restrictions are released.
DIOCESAN INVESTMENT FUND - ANNUAL REPORTS	42 Other	Permanent. Administrative use & destroy.
ENDOWMENT FUNDS	42	Indefinite. <b>NOTE:</b> Records documenting establishment of, restrictions on or purpose of funds are VITAL RECORDS. Records documenting restrictions are retained permanently until restrictions are released.
EXPENSE REPORTS - EMPLOYEE	42 Other	6 yrs. & destroy. 2 yrs. & destroy.
FINANCIAL STATEMENTS, ANNUAL	42	Permanent.
FINANCIAL STATEMENTS, MONTHLY	42	Administrative use & destroy. <b>NOTE:</b> These are retained permanently in Council & Board of Directors records.
GRANTS - AWARDED	42	Active + 6 yrs. & review for archival value.
INSURANCE CLAIMS & NOTIFICATIONS OF PAYMENT – PROPERTY & LIABILITY <b>NOTE:</b> Does not include liability claims for misconduct. <i>See</i> Canon to the Ordinary's Office Schedule.	42	6 yrs. from settlement of claim & destroy.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
INSURANCE POLICIES: Includes property & liability, directors & officers & fidelity.	42	Permanent. VITAL RECORD.
JOURNAL ENTRY SHEETS	42	2 yrs. & destroy.
LEDGERS, GENERAL & SPECIAL FUND	42	Permanent.
MISSION DEVELOPMENT FUND (MDF)	42	Indefinite. <b>NOTE:</b> Records documenting establishment of, restrictions on or purpose of funds are VITAL RECORDS. Records documenting restrictions are retained permanently until restrictions are released.
PAROCHIAL REPORTS	42	Permanent. VITAL RECORD.
PAYROLL - CAFETERIA PLAN - SECTION 125	42	Active + 6 yrs. & destroy.
PAYROLL - CHECK REGISTER	42	6 yrs. & destroy.
PAYROLL - EMPLOYEE DATA SHEETS: Annual time sheets.	42	6 yrs. & destroy.
PAYROLL - FORM I9	42	Termination of employment + 6 yrs.
PAYROLL - FORM W2	42	Permanent.
PAYROLL - FORM W4	42	6 yrs. & destroy.
PAYROLL - FORM W9	42	Permanent.
PAYROLL - FORM 1099	42	Permanent.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
PAYROLL - LEDGERS	42	Permanent. VITAL RECORD.
PAYROLL - SALARY REDUCTION AGREEMENTS	42	Active + 6 yrs. & destroy.
PERSONNEL - BENEFIT PLANS: Includes insurance plans (medical, dental, dental, life, vision, etc.) clergy pension plans & tax sheltered annuity plans for laity.	42	Active + 6 yrs. & destroy. <b>NOTE:</b> Records that provide unique documentation are VITAL RECORDS.
PERSONNEL - HEALTH & SAFETY: ACCIDENT & INJURY REPORTS/ LABOR & INDUSTRIES REPORTS	42	6 yrs. from settlement of claim & destroy.
PERSONNEL (NON-CLERGY-EMPLOYEE FILES): The Treasurer's Office is Office of Record for payroll/ insurance & related documents & the Washington State Patrol – Request for Criminal History information form. For other non-clergy employee files <i>see</i> the Operations-Personnel Office schedule.	42	Permanent. <b>NOTE:</b> Washington State Patrol forms are updated every 2 yrs. Keep all forms. CONFIDENTIAL.
STATISTICAL SUMMARIES	42	Indefinite. Review every 2 yrs.
TAX EXEMPTION APPLICATIONS - IRS: <b>NOTE:</b> IRS now accepts submission of "The Episcopal Church Annual" by TEC as proof of parish and mission exempt status. If the Diocese adds a new congregations, the Comptroller sends that information to TEC office in New York.	42	Permanent. VITAL RECORD.
TAX EXEMPTION APPLICATIONS-IRS - APPROVAL LETTERS	42	Until superseded. VITAL RECORD.

**Department:** Treasurer's/Canon for Finance Office (cont.)

<b>Record Ser. Title/Description</b>	<b>Dept.</b>	<b>Retention, Disposition &amp; Remarks</b>
TAX EXEMPTION CERTIFICATES - PROPERTY (County)	42	Permanent. <b>NOTE:</b> If property is transferred to a parish, transfer the certificate to the parish for permanent retention.
TAX EXEMPTION RENEWALS - PROPERTY (County): Consists of renewals of above certificates.	42	Until superseded & destroy. <b>NOTE:</b> Renewals take place every 3 yrs.
TRIAL BALANCES	42	Administrative use & destroy.

*For all other Record Series Titles See General Schedule, page 89.*

**DIOCESE OF OLYMPIA**  
**Records Retention – General Schedule**

This General Records Retention Schedule Applies to All Offices and Departments  
 Unless Otherwise Noted in Departmental Schedule which will take Priority

**Retention periods apply to all records – paper and electronic - unless otherwise noted!!**

<b>Record Ser. Title/Description</b>	<b>Retention, Disposition &amp; Remarks</b>
AFFILIATED MINISTRIES & INSTITUTIONS: Includes materials & documents related to the ministries & institutions affiliated with the Diocese but separately incorporated such as Episcopal Retirement Homes & Holy Family of Jesus Services, etc.	Indefinite. Review every 3 yrs. Keep all substantive correspondence reports, minutes, etc. permanently for affiliated ministries and institutions for which your office is the Office of Record.
ASSOCIATIONS: Documents activities & informal relationships value. with any organizations, including other diocesan & professional groups. <i>See also</i> THE EPISCOPAL CHURCH FILES & PROVINCE VIII FILES.	2 yrs. & review for archival
AWARDS, CITATIONS, ETC.	Permanent.
CALENDARS: Employee planning calendars.	No longer than 2 yrs. & destroy
CAMPS, CONFERENCES & SPECIAL EVENTS: Includes program materials & reports, participant rosters, site information, evaluations, correspondence, etc. for both diocesan sponsored & outside events. Includes local, national, & international conferences, diocesan & general convention, special services, visitations, etc.	3 yrs. & review for archival value.
CAMPS, CONFERENCES & SPECIAL EVENTS - REGISTRATIONS	6 yrs. & destroy

**Record Ser. Title/Description**

**Retention, Disposition & Remarks**

COMMISSION/COMMITTEE FILES -  
YOUR OFFICE: A record of actions  
taken & decisions made by the commissions,  
committees, councils, task forces, etc. for  
which your office is the Office of Record.  
Typically includes minutes, agendas, notes,  
reports, correspondence, etc.

3 yrs. & review for archival value.  
Keep minutes, agendas, rosters,  
substantive correspondence,  
final reports, etc. permanently.

COMMISSION/COMMITTEE FILES -  
DIOCESAN NOT YOUR OFFICE:  
A record of actions taken & decisions  
made by the commissions, committees,  
task forces, etc. for which your office  
is not the Office of Record. Typically  
includes minutes, agendas, notes,  
reports, correspondence, etc.

Retain no longer than 3 yrs.  
& destroy.

COMPUTER DOCUMENTATION:  
Computer hardware & software  
manuals, etc.

Until superseded + 2 yrs.  
& destroy.

CONSULTANT FILES: Includes  
correspondence, reports, etc.  
relating to work proposed or  
performed by consultants.

3 yrs. & review for archival value.

CONTRACTS

*See* Treasurer's Office Schedule.

CORRESPONDENCE: Official &  
routine letters, & memoranda concerned  
with all aspects of departmental, inter-  
departmental & diocesan operation.

3 yrs. & review for archival value.

DIRECTORIES

Until superseded & review  
for archival value.

**Record Ser. Title/Description**

**Retention, Disposition & Remarks**

E-MAIL: Includes notes, messages, correspondence, reports & electronic forms. (Policy documents must be generated in paper & Retained per retention schedule.)

Retain in inbox for no more than 90 days & transfer to electronic folder, or print out, or delete. Delete transitory information upon reading. **NOTE:** Personal Information should not be transmitted via E-Mail. **See E-Mail Policy, page 24.**

EQUIPMENT FILES: Contains product information, operating instructions, purchase requisitions, receiving & inspection notices, memos inspection notices, correspondence.

Equipment life + 2 yrs. & destroy.

EVENT FILE: *See* CAMPS, CONFERENCES & SPECIAL EVENTS

*See* Treasurer's Office Schedule.

FINANCE: Includes records of a financial nature such as budgets, financial statements, vouchers, expense reports, etc.

FORMS

Until superseded or until administrative use ceases & destroy.

HISTORY FILES: Documents history & development of your office.

Permanent.

NEWSLETTERS, BROCHURES, ETC.: Includes publications for general dissemination issued by your office.

Permanent. Keep 1-5 copies.

PARISH & MISSION FILES: Documents history, growth & development of congregations.

Administrative use & transfer to Canon to the Ordinary.

PERSONNEL - BENEFIT PLANS

*See* Treasurer's Office Schedule.

**Record Ser. Title/Description**

**Retention, Disposition & Remarks**

PERSONNEL - HEALTH & SAFETY

*See* Treasurer's Office Schedule.

PERSONNEL (NON-CLERGY) -  
EMPLOYEE FILES

*See* Operations Office Schedule.

POLICIES & PROCEDURES:  
A record of established policies  
& procedures under which  
your office & the Diocese operates.

Until superseded & transfer  
to Archives for permanent  
retention. VITAL RECORD.

PROJECT FILES: Includes  
documentation of specific,  
on-going and/or long term  
projects. Typically includes  
notes, outlines, drafts, & reports.

Active + 3 yrs. & review  
for archival value. If implemented,  
keep final report and/or end  
product permanently.

PROPERTY FILES

*See* Property Rep.'s Office Schedule.

PROVINCE VIII FILES:  
Includes correspondence, committee  
& commission reports, minutes,  
Surveys, questionnaires, meeting &  
general information, etc.

3 yrs. & review for archival value.

PUBLIC RELATIONS MATERIALS:  
Includes press releases & general  
press/media information issued by  
your office.

Administrative use & review  
for archival value.

PUBLICATIONS

*See* Communications Office Schedule.

RECORDS MANAGEMENT MANUAL:  
Includes policies & procedures, forms,  
destruction & retention schedule.

Review annually.

REFERENCE FILES: Includes catalogs,  
brochures, professional literature, clippings/  
articles, vendor files, reports & surveys  
from other from other organizations, etc.

Until superseded or until administrative  
use ceases & destroy.  
Review annually.

**Record Ser. Title/Description**

**Retention, Disposition & Remarks**

REPORTS, STUDIES, SURVEYS,  
QUESTIONNAIRES, ETC. - NOT  
INCLUDED ELSEWHERE ON THE  
SCHEDULE

3 yrs. & review for archival value.

SPECIALIZED MINISTRIES  
Includes materials & documents  
relating to specialized & multi-  
cultural ministries, not separately  
incorporated, such as Micah Ministry &  
Mission to Seafarers.

Indefinite. Review every 3 yrs.  
Keep all substantive correspond-  
ence, reports, minutes, legal  
documents, etc. permanently  
for Specialized Ministries for which  
your office is the Office of Record.  
Keep financial documents per  
Treasurer's Office Schedule.

SPEECHES

3 yrs. & review for archival value.

THE EPISCOPAL CHURCH (TEC) FILES  
Includes policies & procedures,  
correspondence, committee &  
commission minutes, rosters,  
reports, etc., resolutions &  
statements, speeches & general  
information.

3 yrs. & review for archival value.

TELEPHONE LOGS

Retain no longer than 1 yr. & destroy.

VOLUNTEERS

*See* Operations Office Schedule: Personnel –  
Volunteer Files.

**APPENDICES**

**AND**

**BIBLIOGRAPHY**

## APPENDIX A

### **Definition of records as found in the Canons of the Episcopal Church, 2000, Title I; Canon 5:2.**

For the purposes of this Canon, records are defined as all fixed evidential information regardless of method, media, format or characteristics of the recording process, which have been created, received or gathered by the Church, its officers, agents or employees in pursuance of the legal, business and administrative function and the programmatic mission of the Church. Records include all original materials used to capture information, notwithstanding the place or conditions of creation, or the formality or informality of the characteristics of the record. The records and archives of the Church are not limited by the medium in which they are kept and include such formats as paper records, electronic records, printed records and publications, photo-reproduced images, and machine-readable tapes, film and disks.

## APPENDIX B

### **\*ALPHABETIC FILING RULES: Summary.**

a. Alphabetize by arranging files in unit-by-unit order and letter-by-letter within each unit. (A filing unit may be a number, a letter, a word or any combination of these).

b. Each filing unit in a filing segment is to be considered. This includes prepositions, conjunctions and articles. The only exception is when the word "the" is the first filing unit in a filing segment. In this case, "the" is the last filing unit. File all symbols (&, \$, #, etc.) as if they were spelled out. (A filing segment is the total name, subject or number which is being used for filing purposes).

c. File "nothing before something." File single unit filing segments before multiple unit filing segments.

d. Ignore all punctuation when alphabetizing. This includes periods, commas, dashes, hyphens, apostrophes, etc. Hyphenated words are considered one unit.

e. Arabic and Roman numbers are filed sequentially before alphabetic characters. All Arabic numerals precede all Roman numerals.

f. Acronyms, abbreviations and radio and television station call letters are filed as one unit.

g. File under the most commonly used name or title. Cross reference under other names or titles which might be used in an information request.

\* For complete filing guidelines *see* the following publication which is available in the Archives/Records Management Office:

Alphabetic Filing Rules: ARMA International Standards Task Force, 1986.

## APPENDIX C

### TRANSITORY RECORDS/NON-RECORD MATERIAL

Often a large quantity of transitory material can be found in correspondence and general subject files which can be eliminated to reduce the volume of records. The following types of material may be eliminated from correspondence and subject files without altering the substantive value of the files:

1. Letters and memoranda of transmittal that do nothing more than forward an enclosure and add nothing to the content of the item transmitted.
2. Acknowledgements.
3. Requests for information and publications (after the information has been received or sent).
4. Reservations or confirmations.
5. Itineraries.
6. Requests to be added to mailing lists (after the addition has been made).
7. Invitations and announcements of meetings.
8. Copies of inter- or intra-agency memoranda, bulletins and directives of a general and non-continuing nature.

The following types of materials are designated as "non-record material" and may be disposed of as soon as they have served their purpose:

1. Catalogs, trade journals and other printed or published materials received from other offices, commercial firms or private institutions which require no action and are not needed for documentary purposes.
2. Electrostatic, photocopy or other copy-device copies of correspondence, completed forms, bulletins, etc. prepared for reference and informational distribution.
3. Letters of transmittal which do not add any information to the transmitted material.
4. Miscellaneous notices or memoranda which do not relate to the functional responsibility of the agency, e.g., notices of community affairs, employee meetings, holidays, etc.
5. Preliminary drafts of letters, memoranda, reports, worksheets and informal notes which do not represent significant basic steps in the preparation of record documents.
6. Reproduction material such as stencils, hectograph masters and offset plates.
7. Routing slips used to direct the distribution of documents.
8. Shorthand notes, stenotype tapes and mechanical recordings which have been transcribed into typewritten or printed form.
9. Stocks of agency publications, forms and printed documents, preserved for supply purposes, which are superseded, outdated or otherwise valueless.
10. Telephone messages, "While You Were Away" slips, check slips or similar forms used to convey non-policy informational messages.

Source: Washington State Archives, "General Records Retention Schedules."

**APPENDIX D**

**DIOCESE OF OLYMPIA  
RECORDS RETENTION FORM**

**OFFICE** \_\_\_\_\_ **IDCODE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NAME OF PERSON ASSIGNING RECORDS TO STORAGE** \_\_\_\_\_

**NAME OF PERSON ACCEPTING RECORDS** \_\_\_\_\_

**RECORD GROUP\*** \_\_\_\_\_

**SERIES\*** \_\_\_\_\_

**DATE TO BE DESTROYED\*** \_\_\_\_\_

**DATE TO BE PLACED IN ARCHIVES\*** \_\_\_\_\_

**BOX NUMBER\*** \_\_\_\_\_ **LOCATION INSTORAGE\*** \_\_\_\_\_

**PLEASE LIST CONTENTS OF BOX BELOW OR ATTACH A TYPEWRITTEN LIST TO THIS FORM. MAKE ONE ENTRY FOR EACH FILE FOLDER:**

**Put this form in the box with the records you are sending for storage. The Records Manager will return a copy of this form for your records.**

**\*To be filled out by the Records Manager.**

**Storage process**

**Complete:** \_\_\_\_\_

**Forms Filed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

APPENDIX E

DIOCESE OF OLYMPIA  
AUTHORIZATION FOR THE DESTRUCTION OF RECORDS

To: \_\_\_\_\_ Date: \_\_\_\_\_  
Dept: \_\_\_\_\_

- 1. The records listed below are eligible for destruction as approved by the records retention policy of the Diocese of Olympia.
- 2. If there is significant cause for retention beyond the scheduled period—check 'keep' and explain—otherwise check 'destroy.' Sign, date and return this form to the Records Manager. Thank you.

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Title: \_\_\_\_\_

Box #	Record Title and Description	Dates	Retention	Destroy	Keep	Comment

**Destruction Authorization**

In conformity with the authority conferred unto me by the Diocese of Olympia, I hereby authorize and direct \_\_\_\_\_ to destroy the records of this diocese described above and marked 'destroy.'

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Officer

**Certificate of Destruction**

I hereby certify that I have this day destroyed the records marked 'destroy' on this sheet.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

**APPENDIX F**

**DIOCESE OF OLYMPIA  
DEED OF GIFT**

\_\_\_\_\_ OF \_\_\_\_\_  
(NAME) (STREET ADDRESS)  
\_\_\_\_\_  
(CITY)  
\_\_\_\_\_  
(STATE) (ZIP)

**CONVEYS TO THE DIOCESE OF OLYMPIA THE FOLLOWING:**

**AS AN UNRESTRICTED GIFT, AND TRANSFERS TO THE DIOCESE OF OLYMPIA  
LEGAL TITLE, COPYRIGHT AND LITERARY PROPERTY RIGHT IN THE RECORDS  
(REGARDLESS OF FORMAT) IN AS FAR AS I/WE HOLD THEM EXCEPT AS NOTED BELOW.  
RESTRICTIONS AND EXCEPTIONS:**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(DONOR)  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(ARCHIVIST)

## APPENDIX G

### DIOCESE OF OLYMPIA APPLICATION FOR USE OF THE ARCHIVES

Permission to use archival material will be granted to qualified researchers upon completion of this application form and agreement to abide by the following rules governing the use of the Diocese of Olympia Archives. Such permission is granted subject to whatever restrictions may have been placed on the materials by the donor or the Diocese of Olympia. Once permission has been granted, access to the Archives will be arranged by appointment with the Archivist.

**PROTECTION OF THE MATERIAL:** A researcher is responsible for safeguarding materials made available to him/her by the Archives. Materials may not be removed from the Archives. Original order of the materials must be maintained. The use of any kind of pen is prohibited. Papers may not be written on, folded or handled in any way that may cause damage. Cotton gloves will be worn while handling photographs. Eating, drinking and smoking are prohibited in the Archives.

**PERMISSION TO PUBLISH:** Permission to examine materials is not an authorization to publish them. Separate written application for permission to publish must be made to the Diocese of Olympia Archives. Researchers who plan eventual publication of their work should make inquiry concerning overall restrictions before beginning their research. In granting permission to publish, the Diocese of Olympia is not granting exclusive rights to the publication of the materials. One copy of all publications in which the Archives is cited as the source of material in the publication should be presented to the Archives upon publication. The Diocese of Olympia, its officers, employees and agents, does not assume any responsibility for the infringement of copyright or for any other liability incurred by the user of materials in the Diocese of Olympia archives.

**NOTE:** There are unpublished materials in the Archives for which the Diocese of Olympia does not own the copyright.

**PHOTODUPLICATION:** The Archives will consider requests for photo duplication of material when such duplication does not violate copyright restrictions. Single copies will be provided for the researcher's personal reference use. Researchers will be responsible for any expense incurred. Photocopies and other reproductions remain the property of the Diocese of Olympia Archives and the researcher may be required to return them. Permission is not granted to reproduce copies or to place these records on file in other repositories. Supplying a photocopy is not an authorization to publish. *See also* Photography Copying Agreement.

**EXCLUSIVE RIGHTS:** Exclusive rights to examine or publish will not be granted.

APPENDIX G (CONT.)

APPLICATION FOR USE OF THE ARCHIVES

FULL NAME \_\_\_\_\_

(PLEASE PRINT)

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_ LOCAL PHONE \_\_\_\_\_

(IF DIFFERENT FROM ABOVE)

HOW LONG WILL YOU BE AT THE LOCAL ADDRESS? \_\_\_\_\_

OCCUPATION \_\_\_\_\_

WORK/SCHOOL

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DESCRIPTION OF PROPOSED RESEARCH \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANTICIPATED FINAL RESULT FROM YOUR RESEARCH \_\_\_\_\_

\_\_\_\_\_

I AGREE TO ABIDE BY THE RULES SET FORTH IN THE ABOVE DOCUMENT. In consideration of my being granted permission to use the material in the Diocese of Olympia Archives, I agree to hold harmless the Diocese of Olympia, Inc., its officers, employees and agents from and against all claims and actions arising out of my use of the Archives. I also warrant that I have read the rules governing the use of the Archives' materials.

\_\_\_\_\_  
SIGNATURE OF RESEARCHER

\_\_\_\_\_  
DATE

Accepted by:

\_\_\_\_\_  
SIGNATURE OF ARCHIVIST

\_\_\_\_\_  
DATE

**APPENDIX H**

**DIOCESE OF OLYMPIA  
PHOTOGRAPH COPYING AGREEMENT**

I, \_\_\_\_\_, agree that the photographs and/or negatives in my possession and described below are property of the Diocese of Olympia. I will not use them for commercial purposes or allow anyone to use them while in my possession for commercial purposes.

I will see that the ownership of these images is made clear to anyone in the future to protect the rights of the Diocese of Olympia.

I will see that the photographs are marked:

**Photograph courtesy of the Diocese of Olympia, Copyright \_\_\_\_\_  
For copies of this photograph, please contact the Archivist of the Diocese of Olympia.**

And will request permission to copy from the Diocese of Olympia.

**DESCRIPTION:**

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## BIBLIOGRAPHY

Alphabetic Filing Files. ARMA International, Prairie Village, KS: 1986.

Developing and Operating a Records Retention Program. ARMA International, Prairie Village, KS: 2003.

Duffy, Mark J. Records Management for Congregations; Financial and Common Business Records. Archives of the Episcopal Church, Austin, TX: 2008.

Electronic Records Inventory and Scheduling. Office of the Secretary of State, Ralph Munro. State Archivist, Sidney McAlpin. Local Records Committee. August 5, 1993. (Draft)  
Feldman, Joan E. Haunted by the Ghosts of Records Past? Effective Management of

Electronically Stored Files. Computer Forensics™ Inc., Seattle, WA: 1995.

Establishing Alphabetic, Numeric, Subject Filing Systems. ARMA International, Prairie Village, KS: 2005.

Flynn, Nancy & Kahn, Randolph. E-Mail Rules. American Management Association., NY. 2003.

Guide to Record Retention Requirements in the Code of Federal Regulations. Office of the Federal Register, National Archives and Records Administration, Washington, DC: rev. 2006.

Proceedings. 1995 Spring Seminar. ARMA International. Greater Seattle Chapter. Seattle, WA: April 7, 1995.

Records Management Handbook. Asbury Theological Seminary. Wilmore, KY.

Records Management Program. University of Washington, Seattle, WA: Rev.11/2006.

Revised Code of Washington.

Robek, Mary F. et al. Document Based Information Systems. 4th ed. Career Education. 2000.

Saffady, William. Managing Electronic Records. 3rd ed. ARMA International, Prairie Village, KS: 2002.

Skupsky, Donald S. Recordkeeping Requirements. Information Requirements Clearinghouse, Denver: 1991.

Skupsky, Donald S. Records Retention Procedures. Information Requirements Clearinghouse, Denver: 1991.

Vital Records. ARMA International. Prairie Village, KS: 2003.