



Records Retention Schedule

PLEASE NOTE: Retention periods provided here apply to **ALL** records in a series, regardless of format (paper, electronic, etc.)

Administration		
Record Series / Description	Office of Record	Retention, Disposition & Remarks
American Camping Association (ACA) Accreditation Certificate	Camp Huston	Active + 6 years & destroy.
American Camping Association (ACA) Accreditation Working File	Camp Huston	Until completion of next accreditation & destroy.
Agendas	All	Permanent. Administrative use & transfer to Archives.
Annual Reports See also: Financial Management - Financial Statements – Annual; Personnel Administration – Annual Report to The Episcopal Church (TEC).	All	Permanent. Administrative use & transfer to Archives.
Awards, Citations, etc.	All	1 year & review for archival value.

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Board of Directors. A record of actions taken & decisions made. Typically includes agendas, minutes, notes, reports, correspondence, etc.	Bishop	3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports permanently. VITAL RECORD.
Board of Examining Chaplains: Includes correspondence, General Ordination Exams (GOEs), & certificates awarded to applicants for admission to Holy Orders prior to ordination. See also: Personnel Administration – Applicant Files.	Bishop	Permanent. NOTE: Once applicants are ordained, these materials are transferred to the Clergy Files. CONFIDENTIAL.
Calendar, Diocesan NOTE: In Outlook, syncs to website.	Resource Team	Until superseded & delete.
Calendar of Events	Faith Formation	Until superseded & delete.
Calendars: Employee planning calendars.	All	Administrative use & delete or destroy. NOTE: Retain Bishop’s calendar 2 years & transfer to Archives for permanent retention.

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
<p>Commission & Committee Files: A record of actions taken & decisions made by the commissions, committees, councils, task forces, etc. of the Diocese of Olympia. Typically includes agendas, minutes, notes, reports, correspondence, rosters, etc.</p> <p>See also: Administration – Board of Directors; Administration – Commission on Ministry; Administration – Diocesan Council; Administration – Standing Committee</p>	All	<p>3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports, permanently.</p>
<p>Commission on Ministry: A record of actions taken & decisions made by the Commission on Ministry. Typically include agendas, minutes, reports, correspondence, rosters, etc.</p>	Bishop	<p>3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports, permanently.</p> <p>CONFIDENTIAL. VITAL RECORD.</p>
<p>Congregational Leadership Reports AKA Leadership Updates</p>	Resource Team	<p>Permanent. Administrative use & transfer to Archives.</p>
<p><i>Constitution & Canons</i> – Diocese of Olympia</p>	Governance	<p>Permanent. Maintain a permanent copy in Archives. Send one copy to the Archives of the Episcopal Church.</p> <p>NOTE: On website.</p>
<p>Consultant Files: Includes correspondence, reports, etc. relating to work proposed or performed.</p>	All	<p>3 years & review for archival value.</p>
<p>Contact Lists</p>	All	<p>Administrative use & destroy.</p>

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Contracts: Includes service contracts, lease agreements, loans & notes, etc. See also: Property – Contracts	All	Active + 6 years & review for archival value. VITAL RECORD.
Contracts – Deeds of Gift	Archives	Permanent. VITAL RECORD.
Contracts – Group Contracts: Contracts signed with conference groups specifying the name & nature of the group, conference dates & requirements & fees charged.	Camp Huston	Active + 6 years & destroy.
Contracts – Photograph Copying Agreement: Documents terms for copying archival photographs	Archives	Active + 6 years & destroy.
Copying & Postage – Summary of Charges - Monthly	Receptionist	2 years & destroy.
Correspondence: Official & routine letters & memoranda concerned with all aspects of departmental, inter-departmental, & diocesan operation.	All	3 years & review for archival value.
Correspondence – Covenant See: Youth Ministry – Correspondence – Covenant		
Correspondence – Ember Day Letters	Bishop	Permanent. Add to clergy file. CONFIDENTIAL.

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Correspondence – Pastoral	Bishop; Other Clergy on Staff	3 years & review for archival value. CONFIDENTIAL.
Cycle of Prayer.	Bishop	Permanent. Transfer to Archives. NOTE: On website.
Diocesan Convention: Includes program materials & reports, participant rosters, site information, evaluations, correspondence. etc. See also: Information Management – <i>Journal of the Diocese of Olympia</i>	Governance	3 years & review for archival value.
Diocesan Council: A record of actions taken & decisions made. Typically includes agendas, minutes, notes, reports, correspondence, etc. Also includes Canon to the Ordinary's Report to Diocesan Council.	Bishop	3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports permanently. VITAL RECORD.
Events & Retreats: Records of the activity of planning, coordinating, and delivering events, celebrations, and retreats. Includes program material, site information, correspondence, schedules, etc. See also: Diocesan Convention.	All	3 years & review for archival value.
Events & Retreats – Evaluations	All	Retain at least 1 year but no longer than 3 years & destroy.
Events & Retreats – Participant Rosters: List of participants enrolled for an event.	All	May be destroyed after 4 years if it can be separated from housing information. See: Youth Ministry – Housing Lists.

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Events & Retreats – Registrations: Record of a participant’s enrollment in & payment for an event. Includes name, address, date & payment amount. May also include age for a youth event.	All	6 years & destroy.
Events & Retreats – Reservation Calendars	All	2 years & destroy
Events & Retreats – Scholarship Requests/Scholarship Letters	All	6 years & destroy. CONFIDENTIAL.
FAX Transmit / Receive Journal	Receptionist	Administrative use & destroy.
Forms (Blank)	All	Until superseded or until administrative use ceases & destroy.
Minutes	All	Permanent. Administrative use & transfer to Archives.
Policies & Procedures: A record of established policies & procedures under which your office & the diocese operates.	All	Permanent. Maintain in department until superseded & transfer to Archives. VITAL RECORD.
Project Files: Includes documentation of specific on-going and/or long-term projects. Typically includes notes, outlines, drafts, & reports.	All	Active + 3 years & review for archival value. If implemented, keep final report and/or product permanently.

Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Province VIII Files: Includes correspondence, commission & committee reports, minutes, surveys, questionnaires, meeting & general information, etc.	All	3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports permanently.
Reports, Studies, Questionnaires, etc. (Not included elsewhere on this schedule.)	All	3 years & review for archival value.
Standing Committee: A record of actions taken & decisions made by the Standing Committee of the Diocese of Olympia. Typically includes agendas, minutes, notes, reports, correspondence, etc.	Bishop	3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports, etc. permanently. CONFIDENTIAL. VITAL RECORD.
Telephone Logs: A record of diocesan related routine phone call logs.	All	Retain no longer than 1 year & delete or destroy
The Episcopal Church (TEC) Files: Includes policies & procedures, correspondence, commission & committee minutes, rosters, reports, resolutions & statements, speeches & general information. Includes General Convention. See also: Information Management - <i>Journal of the General Convention</i>	All	3 years & review for archival value. NOTE: Keep agendas, minutes, rosters, substantive correspondence, final reports permanently.

Canonical Services

Records Series / Description	Office of Record	Retention, Disposition & Remarks
Confirmation Records NOTE: As of 2008 the record of confirmations is found in Visitation Records.	Bishop	Permanent. Transfer to Archives. CONFIDENTIAL. VITAL RECORD.
Lay Ministry Licenses: Includes record of licenses issued and renewed. NOTE: This information is stored in the diocesan database. Original certificate is sent to licensee. Paper copies are not kept.	Bishop	Keep for duration of license (5 years) or until administrative use ceases & delete.
Ordination Records: Documentation preparatory to an individual's ordination along with ordination bulletin.	Bishop	Permanent. Keep in individual's clergy file. Transfer 1 copy of ordination bulletin to Archives.
Ordination Vows – Diocese of Olympia	Bishop	Permanent. Keep in Bishop's Office. VITAL RECORD.
Re-Marriage Files (formerly Marital Judgment Files)	Bishop	Active + 3 years & transfer to Archives. Keep final judgment permanently. Keep supporting documentation 3 years & destroy. CONFIDENTIAL. VITAL RECORD.
Requests for Retired Clergy Licensing	Bishop	Permanent. Keep in individual's clergy file.
Visitations: Includes Bishop's visitation schedule & preparatory material. Contains record of confirmations. May also include visitation reports by members of governing bodies, et al.	Bishop	Administrative use & transfer to Archives. Confirmation records are permanent (see above.)

Curriculum Development & Training

Records Series / Description	Office of Record	Retention, Disposition & Remarks
College for Congregational Development (CCD) – General Information	College for Congregational Development	3 years & review for archival value. NOTE: See specific record series for additional retention information.
School Catalogs: Description of course offerings, class schedules, procedures for admission & general information.	College for Congregational Development; IONA School	Permanent. Transfer 1 copy to Archives. NOTE: Most information relating to CCD & the IONA School can be found on their websites.
Seminars, Short Courses & Institutes See: Administration – Events & Retreats	All	
Student Records – Alumni Lists	College for Congregational Development; IONA School	Permanent. Transfer to Archives.
Student Records – Application for Admission (Not Enrolled)	College for Congregational Development; IONA School	1 year & destroy. CONFIDENTIAL

Curriculum Development & Training

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Student Records – Application for Admission (Enrolled)	College for Congregational Development; IONA School	15 years from date of entry & destroy. CONFIDENTIAL
Student Records – Class List	College for Congregational Development; IONA School	Permanent. Transfer to Archives.
Student Records – Grade Sheets	College for Congregational Development; IONA School	6 years & destroy. CONFIDENTIAL
Student Records – Matriculation Book	College for Congregational Development; IONA School	Permanent. Transfer to Archives.
Student Records – Registration Forms	College for Congregational Development; IONA School	6 years & destroy.

Curriculum Development & Training

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Student Records – Student Folder	College for Congregational Development; IONA School	Retain transcripts permanently. Retain other material 25 years from date of first enrollment & destroy. Administrative use & transfer to Archives. CONFIDENTIAL.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Accounts Payable – Invoices – Non-Capital	Treasurer All Others	6 years & destroy 2 years & destroy
Accounts Payable – Invoices – Capital Building	All	Permanent. Transfer to Archives.
Accounts Payable – Invoices – Capital Equipment	All	Life of equipment & destroy.
Accounts Payable - Check Requests	Treasurer All others	6 years & destroy 2 years & destroy
Accounts Receivable: Includes cash, checks, credit card, funds transfer, etc.	Treasurer All others	6 years & destroy 2 years & destroy
Assessment Apportionment Data	Bishop	5 years & review for archival value
Assessment Files – Parish & Mission NOTE: In Diocesan Council files	Treasurer	Permanent. VITAL RECORD
Assessment Formulas	Treasurer	Until superseded & review for archival value.
Audio/Visual Suspense Account	Resource Center	1 year & destroy.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Audit (Diocesan) – Final	Treasurer All others	Permanent. Transfer to Archives. Administrative use & destroy.
Audit (Diocesan) – Working Papers	Treasurer All others	Audit + 6 years & destroy. Administrative use & destroy.
Authorization Agreements for Deposit or Withdrawal of Funds	Treasurer	Termination of agreement + 6 years.
Balance Sheet – Annual	Treasurer All others.	Permanent. Transfer to Archives. Tax year + 3 years & destroy
Bank Deposit Books / Slips	Treasurer	Tax year + 3 years & destroy.
Bank Reconciliations	Treasurer	6 years & destroy
Bank Statements	Treasurer	6 years & destroy
Bequests, Wills, Trusts & Gifts	Treasurer; Stewardship & Development	Indefinite. Transfer to Archives. NOTE: Records documenting the establishment of, restrictions on, or purpose of bequests, etc. are permanent or are retained until restrictions are released. CONFIDENTIAL. VITAL RECORD
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.	Stewardship & Development	Permanent. Transfer to Archives. CONFIDENTIAL. VITAL RECORD.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Bishop's Discretionary Fund (BDF)	Treasurer; Bishop	Indefinite. Transfer to Archives. NOTE: Records documenting the establishment of, restrictions on, or purpose of BDF are permanent or are retained until restrictions are released. CONFIDENTIAL. VITAL RECORD.
Bond Issues – Congregations: Includes bank statements & prospectus issued to congregations for investors, etc.	Treasurer	Active + 6 years & destroy.
Budgets – Approved & Revised	Treasurer All others	Permanent. Transfer to Archives. NOTE: In <i>Journal of Convention</i> . 2 years & destroy.
Budgets – Proposed & Working Papers	Treasurer All others	Administrative use & destroy.
Building Loan Fund (BLF)	Treasurer	Indefinite. Transfer to Archives. NOTE: Original notes are VITAL RECORDS. When paid, notes are returned to borrower.
Capital Asset Records	Treasurer	Permanent or until fully depreciated. Transfer to Archives.
Certificates of Deposit	Treasurer	Active + 6 years & destroy.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Charts of Accounts	Treasurer	Administrative use & transfer to Archives for permanent retention.
Check Registers	Treasurer	6 years & destroy.
Checks – Cancelled	Treasurer	6 years & destroy.
Checks – Copies	Treasurer All others	6 years & destroy. 2 years & destroy.
Checks – Void	Treasurer	6 years & destroy.
Contracts See: Administration – Contracts		
Diocesan Investment Fund (DIF)	Treasurer	Indefinite. Transfer to Archives. NOTE: Records documenting the 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 (DIF) – Annual Reports	Treasurer All others	Permanent. Transfer to Archives. Administrative use & destroy.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Endowment Funds	Treasurer	Indefinite. Transfer to Archives. NOTE: Records documenting the establishment of, restrictions on, or purpose of funds are VITAL RECORDS. Records documenting restrictions are retained permanently or until restrictions are released.
Expense Reports – Employee	Treasure All others	6 years & destroy. 2 years & destroy.
Financial Statements – Annual	Treasurer	Permanent. Transfer to Archives.
Financial Statements – Monthly	Treasurer	Administrative use & destroy. NOTE: These are retained p0ermanetly in Diocesan Council & Board of Directors records.
Fundraising – Capital Campaigns – Case Statement	Stewardship & Development	Permanent. VITAL RECORD.
Fundraising – Capital Campaigns -Finance: Includes Advance Fund, contributions through congregations, non-congregational based pledge cards, etc.	Stewardship & Development	6 years & review for archival value. VITAL RECORD.
Fundraising – Capital Campaigns – General Information	Stewardship & Development	3 years & review for archival value.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Fundraising – Capital Campaigns – Memo of Understanding	Stewardship & Development	Permanent. Transfer to Archives.
Fundraising – Capital Campaigns – Pledge Cards (or other pledge documentation)	Stewardship & Development	Active + 6 years & destroy. CONFIDENTIAL.
Fundraising – Donor Files: Includes donors & history of donations as indicated in diocesan database.	Stewardship & Development	Permanent. CONFIDENTIAL. VITAL RECORD.
Fundraising – Planned Giving: Includes donors & history of donations as indicated in diocesan database.	Stewardship & Development	Permanent. CONFIDENTIAL. VITAL RECORD.
Fundraising – Planned Giving – Bishop’s Society: Membership rosters & related program material.	Stewardship & Development	Permanent.
Funds – Other: Includes all funds not previously listed by name. See also: Bishop’s Discretionary Fund; Building Loan Fund; Diocesan Investment Fund; Endowment Funds; Mission Development Fund; etc.	Treasurer	Indefinite. Transfer to Archives. NOTE: Records documenting the establishment of, restrictions on, or purpose of funds are VITAL RECORDS. Records documenting restrictions are retained permanently or until restrictions are released.
Grants – Awarded	Treasurer	Active + 6 years & review for archival value.
Grants – Awarded – The Episcopal Church (TEC) – United Thank Offering (UTO)	Bishop	Active + 6 years & review for archival value.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Grants – Denied	Treasurer	1 year & destroy.
Insurance Claims & Notification of Payment – Property & Liability NOTE: For liability claims relating to misconduct, See: Legal – Misconduct – Liability Claims	Treasurer	6 years from settlement of claim & destroy.
Insurance Policies: Include property & liability, directors, officers, etc.	Treasurer	Permanent. Transfer to Archives. VITAL RECORD.
Journal Entry Sheets	Treasurer	2 years & destroy.
Ledgers – General & Special Fund	Treasurer	Permanent. Transfer to Archives.
Loan Agreements See also: Administration - Contracts	Treasurer	Active + 6 years & review or archival value.
Mission Development Fund (MDF)	Treasurer	Indefinite. Transfer to Archives. NOTE: Records documenting the establishment of, restrictions on, or purpose of funds are VITAL RECORDS. Records documenting restrictions are retained permanently or until restrictions are released.
Payment Reports See: Accounts Receivable		

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Payroll – Cafeteria Plan	Treasurer	Active + 6 years & destroy.
Payroll – Employee Data Sheets: Annual time sheets,	Treasurer	6 years & destroy.
Payroll – Form I9	Treasurer	Termination of employment + 6 years.
Payroll – Form W2	Treasurer	Permanent. Transfer to Archives.
Payroll – Form W4	Treasurer	6 years & destroy.
Payroll – Form 1099	Treasurer	Permanent. Transfer to Archives.
Payroll – Ledgers	Treasurer	Permanent. Transfer to Archives. VITAL RECORD.
Payroll – Monthly Report	Treasurer; Camp Huston	1 year & destroy. NOTE: Electronic copy in Treasurer’s Office. Paper copy in Archives.
Payroll – Salary Reduction Agreements	Treasurer	Active + 6 years & destroy.
Payroll – Timecards	Treasurer; Camp Huston	6 years & destroy.
Purchase Order Files	Treasurer; All others	6 years & destroy. 2 years & destroy.
Receipt Ledger: Includes record of fees received & deposits made. See also: Accounts Receivable	Treasurer; All others	6 years & destroy 2 years & destroy
Statistical Summaries	Treasurer	Indefinite. Review every 2 years.

Financial Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Tax Exemption Applications – IRS: NOTE: IRS now accepts submission of <i>The Episcopal Church Annual</i> , by TEC as proof of parish and mission exempt status. If the diocese adds a new congregation, the Treasurer’s Office sends that information to TEC office in New York. See also: Property	Treasurer	Permanent. Transfer to Archives. VITAL RECORD.
Tax Exemption Applications – IRS – Approval Letters	Treasurer	Until superseded. VITAL RECORD.
Tax Exemption Certificates – Property (County)	Treasurer	Permanent. Transfer to Archives. NOTE: 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.	Treasurer	Until superseded & destroy. NOTE: Renewals take place every 3 years.
Trial Balances	Treasurer	Administrative use & destroy.

Health & Safety

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Accident & Injury Reports - L&I	Treasurer	6 years from settlement of claim & destroy.
Accident & Injury Reports – Youth	Camp Huston; Faith Formation – Youth	5 years past participant’s 18 th birthday & destroy. If claim is filed, keep 6 years from date of settlement & destroy.
Child Protective Services Reports	Camp Huston; Faith Formation – Youth	5 years past participant’s 18 th birthday & destroy. CONFIDENTIAL.
Diocesan House – Emergency Plan	Archives	Until superseded & destroy. VITAL RECORD.
Emergency Contact	Human Resources	Until superseded & destroy. CONFIDENTIAL. VITAL RECORD. NOTE: In employee files.
Health Care Plan	Camp Huston	Until superseded & review for archival value.
Health Forms: Includes participant health history & parental medical authorizations.	Camp Huston: Faith Formation- Youth	5 years past participant’s 18 th birthday & destroy. CONFIDENTIAL.

Health & Safety

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Health Logs: Daily record of accident, injury and/or illness among event participants, treatment provided and by whom.	Camp Huston	17 years from date of last entry & destroy. CONFIDENTIAL.
Inspection Reports – Fire	All	3 years & destroy.
Inspection Reports – Health	All	3 years & destroy.
Releases & Waivers	Camp Huston; Faith Formation – Youth	5 years past participant’s 18 th birthday & destroy.
Safeguarding God’s Children – Certificates NOTE: Certificates must be renewed every 5 years.	Canon to the Ordinary	Permanent. Administrative use & transfer to Archives.
Safeguarding God’s People – Certificates NOTE: Certificates must be renewed every 5 years.	Canon to the Ordinary	Permanent. Administrative use & transfer to Archives.
Safeguarding God’s Children & Safeguarding God’s People – Training materials.	Canon to the Ordinary	Permanent. Transfer 1 copy of obsolete or superseded materials to Archives.
Standing Orders for Health Screening & Medical Treatment at Camp Huston	Camp Huston	Permanent. Transfer to Archives.
Surveillance Videos	Communications	1 week & overwrite disk. If incident occurs, resolution of incident + 3 years.
Water Bacteriological Analysis – Monthly: Report required by the Washington State Department of Health	Camp Huston	10 years & destroy.
Water Meter Book	Camp Huston	6 years from date of last entry & destroy.

Information Management

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Accession List: List of archival acquisitions with date & donor information.	Archives	Permanent. VITAL RECORD
Archives & Records Management Database: Record of files held by the Archives & Records Management office.	Archives	Permanent. VITAL RECORD.
Articles: Articles written & submitted for inclusion in diocesan or other publications.	Communications; All Others	Administrative use & review for archival value.
Audio/Visual (A/V) Presentations: Includes videotapes, slide presentations, CDs, DVDs, Power Point presentations, etc. Also, any tapes, transcripts, etc. relating to television, radio, or media broadcasts.	Communications; All others	Administrative use & review for archival value.
Books, A/V & Other Resource Material	Resource Center	Administrative use & discard.
Booksys Database	Resource Center	Until superseded & delete. VITAL RECORD.
Child Photo/Media Releases	Communications; Faith Formation – Youth; Camp Huston	5 years past child's 18 th birthday & destroy.
Circulation Records	Resource Center	Until superseded & delete. VITAL RECORD.
Computer Documentation: Computer hardware & software manuals, etc.	All	Until superseded + 2 years & destroy.
Copyright Registration	Faith Formation; All Others	Life of copyright protection & review for archival value.

Information Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
<p>Data Backups: Includes domain server; accounting server; video conferencing server; shared drives; & human resources server.</p>	Communications	Weekly backups are stored off site.
Diocesan Database	Communications	<p>Information in the database is maintained until superseded & then deleted. Database itself is permanent.</p> <p>CONFIDENTIAL. VITAL RECORD.</p>
<p>Directories</p> <p>See: Diocesan Database</p>		
Donated Book List (post 1987 fire)	Resource Center	Administrative use & destroy.
<p>E-Mail: Includes notes, messages, correspondence, reports, attachments, etc.</p> <p>NOTE: Policy documents must be generated in paper & retained per retention schedule.</p>	All	<p>Retain in inbox for no more than 90 days & transfer to electronic folder, print out, or delete. Delete transitory information upon reading.</p> <p>Note: Personal information should not be transmitted via E-Mail.</p> <p>See: E-Mail Policy, pg. 20.</p> <p>NOTE: Email is backed up in the 'Cloud' by Microsoft.</p>
<p>Finding Aids: Bibliographies, indexes, pathfinders, holdings lists & any other aids to the location of materials in the Archives or Resource Center.</p>	Archives; Resource Center	Until superseded or until administrative use ceases & destroy.

Information Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Graphics	Communications	Until superseded or until administrative use ceases & review for archival value.
History Files	All	Permanent.
Mailing List NOTE: Mailing list is never sold or made publicly available.	Communications	Until superseded & destroy. CONFIDENTIAL. ITAL RECORD.
Newsletters, Brochures, etc.: Publications for general dissemination by diocesan departments including the <i>Brochure & Customary for Deacons</i> ; <i>Faith Formation Newsletter</i> ; <i>Governing Bodies Newsletter</i> ; <i>News from the Canon to the Ordinary</i> ; <i>P.I.E.</i> & other Bishop's Office publications; etc.	All	Permanent. Transfer electronic version and/or 1-2 copies of paper version – if applicable – to Archives.
Newsletters, Brochures etc. – Parish & Mission Newsletters: Publications for general dissemination by parishes & missions.	All	Permanent. Transfer electronic version and/or 1-2 copies of paper version – if applicable – to Archives.
Photographs & Negatives (includes photo CDs & DVDs, flash drives, etc.)	All	Administrative use & review for archival value.
Press Releases	Communications	Permanent. Transfer to Archives.
Public Relations Material: Includes general press/media information issued by diocesan offices. See also: Press Releases	All	Administrative use & review for archival value.
Publications – <i>Across the Diocese</i>	Communications	Permanent. Transfer to Archives.

Information Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Publications – <i>Journal of the Diocese of Olympia</i>	Governance	Permanent. Transfer to Archives. NOTE: 1 copy to be sent to the Archives of the Episcopal Church.
Publications – <i>Journal of the General Convention of the Episcopal Church</i>	Archives	Permanent.
Publications – Other	All	Administrative use & review for archival value.
Records Destruction Documentation: Includes record title & date range, date of destruction, method of destruction & authorization.	Archives	Permanent. VITAL RECORD.
Records in Storage: Inventory of records currently housed in the Archives.	Archives	Until superseded & destroy.
<i>Records Management Manual</i> : Includes policies & procedures, forms & retention schedules.	Archives	Permanent. Keep 1 copy of each original and revision. Review annually. VITAL RECORD.
Reference Files: Includes catalogs, brochures, professional literature, clippings/articles, vendor files, reports & surveys from other organizations, etc.	All	Until superseded or until administrative use ceases & destroy. Review annually.
Requests for Use of the Archives: Applications for doing archival research.	Archives	Until administrative use ceases & destroy.
Serial Check-In Record	Resource Center	5 years & review for archival value.
Shelf List – Audio /V: List of acquisitions.	Resource Center	Entries kept until superseded & then deleted. Shelf list itself is permanent. VITAL RECORD.

Information Management

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Shelf List – Books: List of acquisitions.	Resource Center	Entries kept until superseded & then deleted. Shelf list itself is permanent. VITAL RECORD.
Speeches	All	3 years & review for archival value.
Storage / Pick-up Receipts	Archives	Active + 6 years & destroy.
Technology Logs: Includes Computer Patch Management Logs; Internet Traffic Logs; Network Servers Event Logs; and System Backup Logs	Communications	Retain until obsolete or superseded & delete.
Website	Communications	Indefinite. Back-up regularly. Save to 'Cloud.' Note: Keep Usage Reports for 18 months. Google controls the data.

Legal

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Accident & Injury Reports See: Health & Safety – Accident & Injury Reports		
Bequests, Wills, Trusts & Gifts See: Financial Management – Bequests, Wills, Trusts & Gifts		
Contracts See: Administration - Contracts		
Misconduct – Liability Claims	Bishop	6 years from settlement of claim & destroy unless otherwise requested by Bishop or Chancellor.
Releases & Waivers See: Health & Safety		

Ministries & Institutions

Record Series / Description	Office of Record	Retention, Disposition, Remarks
<p>Affiliated Ministries & Institutions: Includes materials & documents related to ministries & institutions affiliated with the diocese but separately incorporated</p> <p>such as Episcopal Retirement Homes & Holy Family of Jesus Services, etc.</p>	All	Indefinite. Review every 3 years. Keep all substantive correspondence, reports, & minutes permanently and transfer to Archives.
<p>Specialized Ministries & Institutions: Includes materials & documents relating to specialized & multicultural ministries, not separately incorporated, such as Micah Ministries and Chaplains on the Harbor.</p>	All	Indefinite. Review every 3 years for archival value. Keep all substantive correspondence, reports, minutes, & legal documents permanently and transfer to Archives. Keep financial documents per Financial Management schedule.
<p>Specialized Ministries & Institutions – College for Congregational Development.</p> <p>See: Curriculum Development & Training</p>	College for Congregational Development	
<p>Specialized Ministries & Institutions – Huston Camp & Conference Center</p> <p>See: Youth Ministry.</p> <p>NOTE: See also: Administration; Financial Management; etc. for specific record series. For general information and history files contact the Archivist.</p>	Camp Huston	

Ministries & Institutions

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Specialized Ministries & Institutions – Refugee Resettlement Ministry NOTE: See: Administration; Financial Management ; etc. for specific record series. For general information and history files contact the Archivist.	Refugee Resettlement Ministry	
Specialized Ministries & Institutions – Refugee Resettlement Ministry – Arrivals Master List: Includes refugee arrival information including name, nationality, flight information, etc.	Refugee Resettlement Ministry	Indefinite. Review every 5 years for archival value. CONFIDENTIAL.
Specialized Ministries & Institutions – Refugee Resettlement Ministry – Immigrant Files: Includes documentation relating to immigrants who have applied to the Refugee Resettlement Ministry for assistance.	Refugee Resettlement Ministry	Active + 5 years & review or archival value. CONFIDENTIAL.
Specialized Ministries & Institutions – Refugee Resettlement Ministry – Refugee Files: Includes documentation relating to refugee families processed through the Domestic & Foreign Missionary Society of the Episcopal Church and assisted by the Refugee Resettlement Ministry.	Refugee Resettlement Ministry	Permanent. Transfer to Archives. CONFIDENTIAL
Specialized Ministries & Institutions – Regional Ministries NOTE: See: Administration; Financial Management ; etc. for specific record series. For general information and history files contact the Archivist.	Governance	

Ministries & Institutions

Record Series / Description	Office of Record	Retention, Disposition, Remarks
Specialized Ministries & Institutions – St. Andrew’s House NOTE: See: Administration; Financial Management ; etc. for specific record series. For general information and history files contact the Archivist.	St. Andrew’s House	
Specialized Ministries & Institutions – St. Andrew’s House – Clergy Cottage See: Property – Clergy Cottage File	St. Andrew’s House	
Specialized Ministries & Institutions – St. Bernard’s Chapel NOTE: See: Administration; Financial Management ; etc. for specific record series. For general information and history files contact the Archivist.	Property	
Specialized Ministries & Institutions – Total Common Ministry NOTE: See: Administration; Financial Management ; etc. for specific record series. For general information and history files contact the Archivist.	Bishop	

Parishes & Missions

Record Series / Description	Office of Record	Retention, Disposition & Remarks
<p>Parish & Mission Files – General: These records document the history, growth & development of individual congregations. Typically includes parish & mission history; documentation granting mission or parish status; financial reports; record of clergy; property files & building plans & surveys; congregational statistics (including congregation grades); contracts & legal materials – often including articles of incorporation for parishes; conflict & transition files; ERT documentation; parish & mission profiles & survey; correspondence, minutes, etc.</p>	<p>Canon to the Ordinary</p>	<p>Indefinite: Review every 3 years. Keep all substantive correspondence, reports, minutes, legal documents permanently. Keep financial documents per Financial Management schedule.</p> <p>NOTE: Keep Canon 25 records permanently.</p> <p>CONFIDENTIAL.</p>
<p>Parochial Reports</p>	<p>Treasurer</p>	<p>Permanent. Administrative use & transfer to Archives.</p> <p>VITAL RECORD.</p>

Personnel Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Accident & Injury Reports - L&I See: Health & Safety		
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)	Bishop	Permanent. 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 15 years.
Benefit Plans: Includes insurance plans (medical, dental, life, vision, etc.), clergy pension plans & tax-sheltered annuity plans for laity.	Treasurer	Active + 6 years & destroy. NOTE: Records that provide unique documentation are VITAL RECORDS. CONFIDENTIAL.
Clergy Files – Active: Records of ordained clergy including active clergy canonically resident, retired clergy canonically resident & licensed clergy. Includes Safeguarding God's Children & Safeguarding God's People certificates. See also: Health & Safety NOTE: Health information including psychological evaluations are kept in a separate file.	Bishop	Permanent. Kept in Bishop's office. CONFIDENTIAL. VITAL RECORD.
Clergy Files – Active – Background Checks NOTE: Background checks are no longer diocesan records. They reside with the company, IntelliCorps.		

Personnel Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Clergy Files – Active or Inactive – Health Information / Medical Records.	Bishop	Death + 6 yrs. Kept separately from other Clergy Files in Bishop’s office. CONFIDENTIAL
Clergy Files – Inactive: Records of ordained clergy not canonically resident, retired clergy, deceased clergy, & clergy who have renounced their vows.	Bishop	Permanent. Transfer to Archives. NOTE: Keep correspondence until deceased then review for archival value. CONFIDENTIAL.
Clergy Files – Letters of Agreement (Letters of Mutual Ministry, Letters of Appointment, Letters of Assignment, etc.	Bishop	Permanent. Kept in Clergy Files in Bishop’s office. Note: May also be found in Parish & Mission files.
Clergy Files – Misconduct Files	Bishop.	Permanent. Kept in Bishop’s office. CONFIDENTIAL.
Clergy Files – Misconduct Sign-Off Documents: Includes <i>Diocese of Olympia Policies & Procedures in Cases of Sexual Misconduct</i> sign-off form & Church Insurance Co., New Warranty for Sexual Misconduct certification training form, etc.	Canon to the Ordinary	Permanent. Kept in Clergy Files in Bishop’s office. CONFIDENTIAL.
Clergy Files – Search & Deployment – Applicant Not Accepted	Canon to the Ordinary	Administrative use & destroy. CONFIDENTIAL.
Clergy Files – Search & Deployment – Final Determination & Selection	Canon to the Ordinary	Permanent. CONFIDENTIAL.
Emergency Contact See: Health & Safety		

Personnel Administration

Record Series / Description	Office of Record	Retention, Disposition & Remarks
<p>Lay Employee Files: Typically includes applications, resumes, job descriptions, letters of appointment, evaluations, attendance & leave forms, training & employment history, etc. Also, Safeguarding God's Children & Safeguarding God's People documentation. See also: Health & Safety</p>	<p>Personnel</p>	<p>Active + 30 yrs. NOTE: Personnel is Office of Record for diocesan staff & lay employees of the diocese except for Camp Huston, St. Andrew's House & Refugee Resettlement employees. Treasurer's office is Office of Record for payroll / insurance & related documents. The Bishop's office is Office of Record for clergy files. CONFIDENTIAL. VITAL RECORD.</p>
<p>Lay Employee Files – Health Information NOTE: Health information is kept in a separate file.</p>	<p>Personnel</p>	<p>Active + 30 years. CONFIDENTIAL. VITAL RECORD.</p>
<p>Safeguarding God's Children & Safeguarding God's People – Certificates & Training materials See: Health & Safety</p>		
<p>Volunteer Files: May include applications, resumes, job descriptions, letters of appointment, evaluations, attendance & hours worked, training & employment history, etc.</p>	<p>Personnel</p>	<p>Active + 50 years. CONFIDENTIAL.</p>

Property		
Record Series / Description	Office of Record	Retention, Disposition & Remarks
Architectural Drawings, Blueprints, Plot Plans, Property Surveys, etc.	Canon to the Ordinary; Property	Permanent. Transfer to Archives for permanent retention.
Clergy Cottage File	SAH	Permanent. Transfer to Archives for permanent retention.
Contracts: Includes purchase & sale agreements, deeds, contractors' agreements' architects' agreements, suppliers, etc.	Canon to the Ordinary; Treasurer	Active + 6 years & review or archival value. VITAL RECORD.
Diocesan House – Construction, Maintenance & Repair	Property; Building Manager	Retain capital project material permanently. Keep other material while active + 6 years & review for archival value.
Diocesan House – Emergency Plan See: Health & Safety		
Diocesan House – General	Property	Active + 6 year & review for archival value.
Diocesan House – Inventory: Photo/Video	Building Manager	Until superseded & review for archival value. VITAL RECORD
Diocesan House – Inventory - Fire (1987)	Resource Center	Indefinite. Review annually.

Property

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Diocesan House - Journal: A record of day-to-day occurrences, special events & maintenance issues. NOTE: Kept electronically.	Building Manager	Permanent. Transfer to Archives. VITAL RECORD.
Diocesan House – Photo Journal Note: Kept electronically.	Building Manager	Permanent. Transfer to Archives. VITAL RECORD
Equipment Files: Contains product information, operating instructions, purchase requisitions, receiving & inspection notices, memos, correspondence, etc.	All	Equipment life + 2 years & destroy.
Inspection Reports – Fire See: Health & Safety		
Inspection Reports – Health See: Health & Safety		
Inventory – Property	Property	Until superseded & review for archival value. VITAL RECORD.
Maintenance Files See also: Contracts; Equipment; & Property Files	Property; Building Manager	Administrative use & review for archival value.
Permits, Licenses, Certifications & Authorizations: Includes National Forest Service Special Use Permits, occupancy certificates, American Red Cross course authorizations, etc. See also: Permits – Building	Camp Huston; Property	Active + 3 years & destroy.

Property

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Permits – Building	Property	Active + 3 years & destroy.
Property Files – General: Includes deeds, conveyances, covenants & easements, title papers, repair history, lease arrangements, correspondence, etc. related to diocesan & mission property. See also: Contracts; Maintenance Files	Canon to the Ordinary: Property	Permanent. Retain unique files permanently. Destroy duplicate files after administrative use ceases. Note: When a mission achieves parish status, the deed for the property is transferred to the congregation. VITAL RECORD.

Subjects

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Ecumenism: Materials relating to ecumenical efforts, primarily within Washington state.	All	3 years & review for archival value.
Foundations (non-diocesan) – Charitable	All	Administrative use & destroy.

Youth Ministry
Camping, Retreats, & Other Youth Events

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Accident & Injury Reports See: Health & Safety – Accident & Injury Reports - Youth		
Child Photo/Media Releases See: Information Management – Child Photo/Media Releases		
Child Protective Services Reports See Health & Safety – Child Protective Services Reports		
Correspondence – Covenant: Correspondence with an event participant whose behavior has come into question, outlining the problem & action to be taken.	Faith Formation - Youth	4 years past participant’s 18 th birthday & destroy. CONFIDENTIAL.
Evaluations See: Administration – Events & Retreats		
Group Contracts: See: Administration – Contracts		
Group Statements: See: Administration – Contracts		
Health Care Plan See: Health & Safety – Health Care Plan		
Health Forms See: Health & Safety – Health Forms		
Health Logs See: Health & Safety – Health Logs		

Youth Ministry

Camping, Retreats, & Other Youth Events

Record Series / Description	Office of Record	Retention, Disposition & Remarks
Housing Lists: List documenting housing location/roster (cabin groups) of event participants.	Faith Formation – Youth; Camp Huston	Permanent.
Master Reports	Faith Formation – Youth	Review annually. Keep permanently if housing lists are included. If not, follow retention for other record series.
Participant Rosters	All	6 years & destroy.
Program Material See: Administration – Events & Retreats		
Registrations See: Administration – Events & Retreats		
Releases & Waivers See: Health & Safety – Releases & Waivers		
Reservation Calendars See: Administration – Events & Retreats		
Safeguarding God’s Children – Certificates & training materials See: Health & Safety		
Schedules See: Administration – Events & Retreats		
Scholarship Requests – Scholarship Letters See: Administration – Events & Retreats		
Standing Orders See: Health & Safety – Standing Orders		

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