UUFA Records Retention Schedule
Approved by the Board June 2013

ACCIDENT AND INJURIES RECORDS
Workers Compensation, Claims Records
This series documents claims made by employees for occupational injuries, accidents, or illnesses; insurance coverage and related reimbursement issues; and safety analysis and compliance inspections.

Official Copy: UUFA office
Retention: 6 years after case settlement.
Destroy the Official Copy 6 years after case settlement.

ACCOUNTS PAYABLE RECORDS
This series documents expenditures and purchases. The series may also be used to research, evaluate, and monitor prior transactions and/or track the budget. This series may include but is not limited to Purchase Orders; bills; invoices; price quotes; justifications of purchases; payment authorizations; and related documentation and correspondence.

Official Copy: UUFA office
Retention: 7 years.
Destroy the Official Copy after 7 years.

ACCOUNTS RECEIVABLE RECORDS
Membership contributions, offering records
This series is used to provide a record of collections and offerings for the UUFA. Membership giving is private.

Official Copy: UUFA Office
Retention: 7 years.
Destroy the Official Copy after 7 years.

ADMINISTRATIVE REPORTS
Board Reports, Congregational Meetings
This series documents the activity of the Board. This series may include but is not limited to monthly board meetings, annual and special congregational meetings. Report sections may include but are not limited to board and congregational activities; goals and objectives achieved; fiscal status; project work performed; personnel activity and accomplishments; facility changes; and related sections.

Official Copy: UUFA office
Retention: Permanent, fireproof safe

ANNUAL FISCAL REPORTS
This series documents annual fiscal year-end status of accounts and is used to provide summary information relating to programs which may be used for planning or review.

Official Copy: UUFA office
Retention: Permanent
Send official hard copy to Archives on annual basis.

ARCHITECTURAL DRAWINGS, BLUEPRINTS, AND MAPS
This series provides a detailed graphic record of land and buildings of the UUFA. The series is used as a primary source tool when working on projects to improve or maintain existing buildings and/or land and also when working on new construction. These records are largely created as part of individual construction projects but may include drawings, maps, and photographs worked up independently by the office and from various sources. This series may include but is not limited to architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land; and related documentation.

Official Copy: UUFA office
Retention: Permanent, fireproof safe.

AUDIT RECORDS
This series documents the response to internal and independent management, operations, and fiscal audits. This series may include but is not limited to audit reports; written responses showing how recommended changes will be implemented; and related documentation and correspondence

Official Copy: UUFA office
Retention: Permanent

BANK DEPOSIT BOOKS
Official records of bank deposit transactions

Official Copy: UUFA office
Retention: 7 years
Destroy official copy after 7 years.

BANK DEPOSIT SLIPS
Receipt from bank of deposit transaction

Official Copy: UUFA office
Retention: 3 Years
Destroy official copy after 3 years.

BANK STATEMENTS
This series documents redeemed checks and other financial matters related to UUFA bank accounts.

Official Copy: UUFA office
Retention: 7 years.
Destroy the Official Copy after 7 years.

**BENEFITS POLICIES AND PROCEDURES RECORDS**
This series includes but is not limited to records concerning dependent care flexible spending account program records; early retirement programs; employee orientation program; injured worker benefits; medical, dental, life/disability insurance program records; open enrollment records; retirees; tax deferred investment programs; US Savings Bonds; Volunteer Insurance; and related documentation and correspondence.

Official Copy: UUFA Office
Retention: Permanent
Transfer superseded documents to Archives.

**BEQUEST AND ESTATE PAPERS**
*Wills, gift agreements, bequests and other grants of real property or assets.*
This series relates to gifts, financial or otherwise, to the UUFA. These papers document the origin, transfer and requirements or restrictions of the gift.

Official Copy: Church office
Retention: Permanent, fireproof safe.

**BUDGET RECORDS**
*Annual Budget*
This series documents the annual budget; and related documentation and correspondence.

Official Copy: UUFA office
Retention: Permanent.
After 2 years, transfer the Official Copy to Archives.

**BULLETINS/ Orders of Service**
*Sunday worship bulletins, Special occasion bulletins*
Bulletins provide a resource for ministers as well as document the worship practices of the UUFA. Special occasions could be an anniversary, mortgage burning service, or dedication service.

Official Copy: UUFA office
Retention: Permanent, transfer to Archives after 2 years.

**BYLAWS**
Organizational bylaws of UUFA.
CANCELED CHECKS
This series documents redeemed checks written on church accounts. Information on each check may include check number, date, amount, endorsement, account number, validation date, and related documentation.

Official Copy: UUFA office
RetentionPolicy: Permanent
Transfer previous version to Archives after amendment

CERTIFICATES OF DEPOSIT, CANCELED
Redeemed or canceled certificate of deposits

Official Copy: UUFA office
Retention: 7 years.
Destroy the Official Copy after 7 years

COMMITTEE RECORDS
This series documents the activities of standing and ad hoc committees. This series may include but is not limited to agendas; meeting minutes; reports; notes; working papers; and related documentation and correspondence. Annual Report sections may include but are not limited to administrative activities; goals and objectives achieved; fiscal status; project work performed; personnel activity and accomplishments; facility changes; and related sections.

Official Copy: UUFA office
Retention: Permanent for agendas, minutes, reports, and correspondence; 4 years for all other records. Transfer the Official Copy of permanent records to the Archives after 4 years; destroy the Official Copy of all non-permanent records after 4 years.

CONTRACTS
Repairs and Maintenance, Lease Agreements, Loans and Notes
This series contains contracts that have either been completed or terminated. This includes Repairs and Maintenance, Lease Agreements, Loans/Notes and Service type of contracts.

Official Copy: UUFA Office
Retention: 4 Years for Service contracts. Destroy after 4 years
Retention: 6 Years for Repairs/Maintenance, Lease, Loans and Notes. Destroy after 6 years.
Retention: Permanent for contracts on new construction, betterments/improvements. Transfer to Archives for permanent safekeeping.

CORRESPONDENCE
Transitory correspondence, Subject correspondence
A large amount of correspondence should be considered transitory or routine general correspondence. Correspondence of this type might include responses to inquiries concerning time of services or other functions at the UUFA, information about programs run by the UUFA, and other routine correspondence which reflects a normal part of the UUFA’s program. Special or subject correspondence may focus on a special program or service in which the UUFA is involved, such as special worship services or specific program or some other program which has a specific beginning and end. Transitory correspondence should be reviewed and destroyed on a yearly basis, while subject correspondence should be kept, as it documents a special event in the UUFA’s life. E-mails that represent policies, programs, and the ongoing life of the congregation should be printed out as hard copy. Archive only those correspondences describing program and the ongoing life of the UUFA.

Transitory correspondence  
Official Copy: UUFA office  
**Retention:** 1 year  
Destroy after one year

Subject correspondence  
Official Copy: UUFA office  
**Retention:** Permanent; transfer to Archives on a routine basis or after end of program.

**DEDUCTION AUTHORIZATION RECORDS**  
This series documents deductions from salary checks authorized by employees. These records include lists with notation of authorized deductions as well as actual deduction forms. This series may include but is not limited to deduction information on medical, dental, life, and disability insurance; United Way and Foundation contributions; and miscellaneous deductions.

Official Copy: UUFA office  
**Retention:** 4 years after authorization expires or is superseded.  
Destroy the Official Copy 4 years after authorization expires or is superseded.

**DEEDS**  
*Deeds, conveyances, covenants, easements, certificates of title to property*  
This series is comprised of documents which deal with ownership and related correspondence.

Official copy: UUFA Office  
**Retention:** Permanent

**DIRECTORIES**  
*Printed membership directory, photographic directory*  
The UUFA directory lists the members of the UUFA and photographic directories not only illustrate the people but often have scenes from UUFA life.

Official Copy: UUFA office  
**Retention:** Permanent. Transfer a hard copy to the Archives when superseded.
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS
This series documents information used to establish the identity and to verify the employment eligibility of employees to preclude the unlawful hiring of persons not authorized to work in the United States. This series includes completed I-9 forms and copies of documents that establish the identity and the employment eligibility of the employee.

Official Copy: UUFA office
Retention: 1 year after employee separation or after 3 years, whichever is longer.
Destroy the Official Copy 1 year after employee separation or after 3 years, whichever is later.

EMPLOYMENT POLICIES AND PROCEDURES RECORDS
Employment Policies
This series documents employment policies and procedures administered by the personnel committee.

Official Copy: UUFA office
Retention: Permanent. Transfer a hard copy to the Archives when superseded.

GRIEVANCE RECORDS
This series documents grievances brought forward by employees against the UUFA. This series may include but is not limited to notices of grievance; informal discussion notes; grievance responses; formal hearing records, including tapes; transcripts and tapes of individual interviews; logs of persons interviewed; action(s) taken; settlement agreements; case histories; final summary statements; appeals documentation; and related documentation and correspondence.

Official Copy: UUFA office
Retention: 3 years after grievance is settled.
Destroy the Official Copy 3 years after grievance is settled.

HISTORIES OF THE UUFA
This includes documentation of the history of the congregation.

Official Copy: UUFA office
Retention: Permanent in fireproof safe; copies available in the Archives.

INSURANCE POLICIES
This series is comprised of current and inactive insurance policies and related correspondence.

Official Copy: UUFA Office
Retention: Permanent, active policies in fireproof safe. Transfer inactive policies to the Archives.

INSURANCE ELECTION RECORDS, EMPLOYEES’
This series is comprised of the forms filled out by employees when they make their insurance options elections.
INVENTORIES OF PROPERTY AND EQUIPMENT
This series consists of lists, both written and photographic, of the property and equipment of the UUFA.

Official Copy: UUFA Office
Retention: Until superseded by new version. Transfer old copies to Archives.

INVOICES
This series contains invoices and paid bills.

Official Copy: UUFA office
Retention: 7 years, except for major building construction/alterations – Permanent. Destroy official copy after 7 years (transfer construction records to Archives).

MEMBERSHIP RECORDS
Membership register, marriages, memorial service, rosters of officers, lay leaders and staff
These are permanent records which list the names of each person of the UUFA. They reflect the membership and the activities of the UUFA.

Official Copy: UUFA office
Retention: Permanent, fireproof safe.

MULTI-MEDIA
Press releases, photographs, audio and video recordings, website designs
This series documents the programs and activities of the life of the UUFA. This category does not supersede specific documents listed elsewhere in this retention schedule.

Official Copy: UUFA office for current events, archives for past events.
Retention: Permanent with the permission of the author and people in visual images. Migration of recordings to newer electronic formats will be done as resources allow but cannot be guaranteed.

NEWSLETTERS
UUFA newsletters, weekly emails
Newsletters and the weekly emails document many of the basic activities of the UUFA.

Official Copy: UUFA office
Retention: Permanent; transfer copies to the archives after 2 years

PAY AUTHORIZATION RECORDS
This series consists of pay documents which substantiate and, in part, authorize the issuance of payroll checks for particular amounts. This series may include but is not limited to Payroll Request Forms and time sheets.

Official Copy: UUFA office
**Retention:** 7 years.
Destroy the Official Copy after 7 years.

**PERSONNEL RECORDS**
*Personnel Files*
This series documents the employee's work history and includes routine, non-evaluative information such as job title, dates of employment, salary, education and employment background. Some of the documents comprising this series include confidential information such as social security number, birth date, and marital status. This series may include but is not limited to copies of job descriptions; resumes; contracts; and related documentation and correspondence, such as letters of call to hire, resignation and memos confirming appointments.

Official Copy: UUFA office
**Retention:** 7 years after termination.

**PROPERTY FILES**
*Deeds, title papers, repair history, permits, lease agreement and correspondence*
This series contains records dealing with the ownership and maintenance of property.

Official Copy: UUFA Office.
**Retention:** Permanent in fireproof safe.

**PURCHASE ORDERS**
This series documents purchase of items, or repair of items and related correspondence

Official Copy: UUFA office
**Retention:** 7 years
Destroy after 7 years

**REAL ESTATE SURVEYS**
*Real estate survey, plots plans*
This series contains real estate surveys, plots plans and related correspondence.

Official Copy: UUFA Office
**Retention:** Permanent in fireproof safe.

**REJECTED APPLICATIONS**
*Rejected and Incomplete Employment Applications*
This series documents employment applications that were submitted for jobs and for reasons of incompleteness or inadequate qualifying experience/training are rejected.
Official Copy: UUFA office
Retention: 2 years.
Destroy the Official Copy after 2 years.

SEARCH RECORDS
This series documents the selection process for advertised management service and classified positions. This series may include but is not limited to applications; curriculum vitae or resumes; academic transcripts; samples of writing or publications; approvals of recruitment proposals; Certificate of Eligibles; candidate lists; position announcements; position advertisements; position descriptions; copies of Affirmative Action Compliance Data Forms; interview materials such as rating sheets, tallies, screening and interview notes, review committee notes and memoranda; telephone conversation notes; and related correspondence such as cover letters and reference letters.

Official Copy: UUFA Office
Retention: Place record with the personnel file; 5 years after search completed for all other records.
Retain application materials of successful candidate in the Personnel Files; destroy the Official Copy of all other records 5 years after the search is completed.

SERMONS
Sermons, in whatever format, are considered the intellectual property of the minister and belong to the minister. Lay led services are the property of the person leading those services when a minister is not presenting the service. The minister or lay leader may choose to place manuscripts or recordings of services commemorating special occasions in the life of the congregational in the archives.

TAX-EXEMPT CERTIFICATES AND FORM 990
This series documents the tax-exempt status of the UUFA and its functions.

Official Copy: UUFA office
Retention: Permanent in fireproof safe.

TAX RETURNS
Tax returns, tax filings
This series comprises tax returns, supporting documentation and related correspondence

Official Copy: UUFA office
Retention: 7 years
Destroy 7 years after filing period provided no legal action being taken.

TAX WITHHOLDING AUTHORIZATION RECORDS
This series documents amounts withheld by Payroll from employees' checks for taxing authorities. This series may include but is not limited to the Statement for Claiming Benefits Provided by Section 911 of the Internal Revenue Code; Withholding Allowance Certificates (W-4s); and Non-resident Alien Request for Exemption from Tax Withholding (CO-477). Individual
forms may include employees' names, addresses, social security numbers, and tax identification numbers.

Official Copy: UUFA office
**Retention:** 7 years after authorization expires or is superseded.
Destroy the Official Copy 7 years after authorization expires or is superseded.

**TIME SHEETS**
This series contains time sheets and related correspondence and memoranda.

Official Copy: UUFA office
**Retention:** 3 years
Destroy after 3 years