


<b>First Unitarian Universalist Church Columbus, Ohio</b>		<b>Policies and Procedures</b>
<b>Chapter:</b> Congregational Responsibilities		<b>Source:</b>
<b>Title:</b> Definition of Official Church Records		
<b>Approved by:</b> Board of Trustees		<b>Date Approved:</b> 2/2/02
<b>Effective Date:</b>		<b>Date of Last Review:</b>

Official Church Records shall include the following:

1. The membership book
2. The church directory
3. All minutes of the board and board-approved committees of the church, as available.
4. All monthly, quarterly, and yearly church financial statements that are prepared and available for inspection, whether audited or unaudited.
5. The constitution, bylaws, and Articles of Incorporation.
6. All written materials which are prepared by the staff of the church under instructions from the board, except where individual privacy rights will be affected.
7. All written policy and procedures, memoranda or other writing approved by the board in its official capacity.

#### RECORDS INSPECTION

Any member of the church may inspect Official Church Records upon reasonable notice to the board and for a proper corporate purpose. The person requesting the inspection shall pay the reasonable cost of any reproduction and any staff time needed to supervise the inspection process.