

First Unitarian Universalist Church Columbus, Ohio		
Chapter: II. Congregational Responsibilities	Source:	
Title: Retention of Congregational Records		
Approved by: Board of Trustees	Date Approved:	
Effective Date:	Date of Last Review:	

A. Policy: The mission of the Archives of the First Unitarian Universalist Church of Columbus is to collect, preserve, and make available for research and reference the official records and ancillary records which reflect the origins, programs, and goals of the Church and the development thereof. The Archives provide information that will assist the operation of the church in addition to serving members of the church and the community in their historical research. (The Archives of this church do not include materials from other UU churches or the UUA.)

B. Definitions:

Historian: the historian will collect, display, and report the history of the church and further the collection of such information. See Constitution.

Archive Team: this group will be constituted each year to review and cull the records and report to the Board on what should be destroyed or placed in the permanent collection. The Archives Team will work with the Governance Documents Committee.

Valuable Records of this church: these include four categories: (1) administrative documents, (2) legal documents, (3) fiscal records, and (4) historical materials and artifacts (e.g. photos, articles, memory books, art works, programs, posters, etc.)

Records should be considered in the following manner.

1. Current records (1-2 years). These should be available in the office.
2. Inactive Records (3-6 years) These should be available in the Archives Room (Room 6)
3. Permanent Records (7 years and older) should be kept in the Archives Room or at another location, such as the Ohio Historical Society.
4. Historical records should be kept in the Archives/History Room as coordinated by the Historian.

See also “Definitions of Official Church Records” adopted by Board on January 2, 2002. These include

- (1) 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/standing rules 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.

Procedure:

1. At the end of each church year, each committee and each outgoing officer should cull their records and turn them over to the Archives Team (constituted each yearly the Board or its designee). Specific guidelines will be provided.
2. At the end of each church year, the Archives Team should review the records Current and Inactive for reassigning into the next category. Specific guidelines will be provided.
3. Every two years the Archives Team should prepare an update on the records; the Board should designate what becomes permanent and what can be either destroyed or sent off site. Specific guidelines will be provided.
4. Records should be kept on archival papers and in approved storage boxes.