

CHURCH DOCUMENT RETENTION POLICY

Retain until monthly reconciliation:

- Check Register
- Deposit Slip

Retain for 2 years:

- Weekly Offering Reports – Except '98-'06 – No other records exist

Retain for 7 Years – unless digital:

- Receipts
- Credit Card Statements
- Bank Statements
- 1099-INT

Retain Permanently:

- General Ledger
- Current Insurance Policy/Documents
- Church Organizational Records (Articles of Inc.)
- Treasurers Report if not in Gen Ledger
- Individual Giving Records