

Book Poplar Springs Baptist Church Policy Manual

Section 4000 Financial Policies

Title Document Retention Policy

Number 4360

Authority Article V Section 1 of the Church By-Laws

Adopted January 13, 2013

1. The Church Treasurer and the Finance Committee are authorized to destroy financial records of the church that are more than seven years old.
2. The financial records to be destroyed will include, but are not limited to, bank statements, cancelled checks, offering envelopes, contribution statements, receipts, and general ledgers.
3. Confidential records shall be destroyed by either shredding or burning.
4. Deeds to church property are not subject to destruction and shall be kept permanently.
5. Insurance policies and insurance claims records are not subject to destruction and shall be kept permanently.
6. Minutes of church business meetings are not subject to destruction and shall be kept permanently.