

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. Revised March 8, 2026

1. The Church Treasurer and the Finance Committee are authorized to destroy financial records of the church after a prescribed period of time.
2. Offering envelopes may be destroyed after May 1 of the year following their use.
3. Hard copies (printed documents on paper) of certain financial records may be destroyed after seven years. These include, but are not limited to, bank statements, receipts, general ledgers, and other tax supportive documents.
4. Warranties for equipment or property of the church shall be kept as long as the warranty is in force.
5. Confidential records shall be destroyed by either shredding or burning.
6. Deeds to church property are not subject to destruction and shall be kept permanently.
7. Insurance policies and insurance claims records shall be kept for as long as the policy is in effect or until any still-open claims are settled.
8. Minutes of church business meetings are not subject to destruction and shall be kept permanently.