

**BAPTIST GENERAL CONVENTION OF OKLAHOMA**  
**DRAFT RECORDS RETENTION POLICY**  
**Effective Date: January 1, 2013**

**I. Purpose**

This Policy establishes the protocol under which the Baptist General Convention of Oklahoma ("BGCO") manages, maintains, and disposes of its documents. BGCO is committed to enterprise-wide compliance with records management policies and procedures. In keeping with this commitment, it is important that all employees understand and support BGCO's commitment to this Policy.

**II. Objectives**

This Policy is intended to achieve the following objectives:

- A. Documents are retained for the period required for business reasons and legal compliance.
- B. Documents relevant to actual or threatened legal and regulatory proceedings are identified and retained.
- C. All documents not necessary for business reasons and legal compliance should be destroyed in order to reduce the high cost of storing, indexing, and handling the vast amount of documents and paper (including duplicates) which would otherwise accumulate.
- D. Documents maintained digitally, in electronic format, on back-up disks or tapes, or in any other format or on any other storage media are subject to this Policy and are governed by the same guidelines as other documents.
- E. All files, including correspondence, personal notes, and memoranda as well as those files maintained on digital media such as computer disks, tapes, external hard drives, jump drives, flash drives, and the like, which are maintained in individual offices or any other approved off-site location are also subject to this Policy. Documents shall not be stored and maintained at home or on personal

computers at any time. Duplicate copies should be destroyed once the temporary, short-term business purpose for retaining them no longer exists.

### **III. Scope**

This Policy applies to all employees including temporary and contract employees at all locations.

### **IV. Definition**

Records Management is defined as the management of all BGCO information (within the scope of this Policy, see Section III) in any medium, from active use, through secure inactive maintenance, to its ultimate disposition according to this Policy.

### **V. Ownership of Records**

All records created, received, or maintained by BGCO personnel in the performance of their duties are the property of BGCO. Employees may neither create nor transfer copies of any records in any medium for persons or entities outside of the routine performance of their duties. Employees may not create or maintain copies of BGCO records at locations other than those approved by BGCO.

### **VI. Storage Locations**

Each team leader shall designate the storage location(s) for active records within the respective department; if the records are stored electronically, the department head shall determine the storage location in conjunction with the Senior Associate Executive Director. Once removed from an active file location, hard copy documents shall be boxed and stored in a central location approved by BGCO, pursuant to the Records Retention Procedures. Off-site records maintenance will be in a facility approved by management, and maintenance of those records is governed by the Records Retention Procedures. The Senior Associate Executive Director will establish protocols to identify and retain or destroy electronic documents of BGCO, as appropriate pursuant to the Records Retention Schedule.

## **VII. Administrative Responsibility**

It is the responsibility of all personnel to comply with this Policy. In conjunction with the Senior Associate Executive Director, each team leader is responsible for the implementation of this Policy with respect to the documents created and maintained by the particular team. Each team shall annually evaluate its compliance with this Policy under the direction of the Senior Associate Executive Director and, if necessary, adopt such procedures as needed to bring the team in compliance with the Policy. This annual review shall include a review of the team's files to identify any documents that are subject to destruction in accordance with this Policy. Team leaders, or their designees, are responsible for coordinating between and among departments with respect to documents shared with more than one department.

Under the direction of management, the Records Retention Schedule will be reviewed periodically to ensure that the retention periods and records categories remain current and applicable to the organization.

Please direct questions regarding this Policy, including compliance with the Records Retention Schedule, to the Senior Associate Executive Director's office.

## **VIII. Records Retention Schedule**

BGCO's protocol on records retention scheduling and disposition procedures is set forth in the attached Records Retention Schedule and supporting Records Retention Procedures. The records retention periods apply to both hard copy and electronic documents, unless noted. They are NOT minimum retention periods or guidelines. Documents should be kept no longer than the retention periods specified in the Records Retention Schedule, unless subject to a legal hold.

**BAPTIST GENERAL CONVENTION OF OKLAHOMA**  
**DRAFT RECORDS RETENTION SCHEDULE (as of September 6, 2012)**

All written and electronic corporate records should be retained according to the following schedule, as per the Records Retention Policy, **unless** subject to a legal hold.

Classification	Records Retention Categories	Records Description	Total Retention (Yr.)	Custodian (Ministry Area/Office)
ARCH0001	Archives	Historical records of the organization, including Baptist handbooks, the Historical Commission Chronicle, past issues of the Baptist Messenger, BGCO Annual, final drafts of books published by BGCO employees, and selected archival fundraising/development material.	IND	Multi, including Executive, Archives
CAFE0001	Camp - Training Materials	Materials used to train volunteers, employees, and sponsors for camp settings.	10	CAFÉ
CAFE0002	Camp - Medical Clinic	Records related to camp clinics, including medical records.	10	CAFÉ
CAFE0003	Camp - Release/Waiver Forms	Signed waivers and releases for camp visitors and participants.	10	CAFÉ
CAFE0004	Camp - Accident Reports	Accident reports from incidents and illnesses at camps	10	CAFÉ
CAFE0005	Camp - Summer Staff Records	Records related to hiring summer staff. Includes resumes, applications, background checks, and contact information for summer staff.	ACT+10	CAFÉ
CAFE0006	Camp - Incident Reports	Incident reports for camp activity.	10	CAFÉ
CAFE0007	Camp - Inspections	Records related to inspections by safety consultants and state agencies. Facility Inspection records should be maintained on-site for each location.	10	Multi
CAFE0008	Event Registration	Records related to registration for CAFÉ events, including registration forms and lists of attendees.	ACT+2	Multi (retained by each CAFÉ office responsible for event) <sup>1</sup>

---

<sup>1</sup> CAFÉ offices presently include: (1) Sunday School/Adult Discipleship, (2) Family and Men's Ministries, (3) Student Ministries and Education, (4) Worship and Music Ministries, (5) Childhood Ministries, (6) Falls Creek, and (7) CrossTimbers conference center.

Classification	Records Retention Categories	Records Description	Total Retention (Yr.)	Custodian (Ministry Area/Office)
CAFE0009	Event Planning	Records related to CAFÉ event planning, including agendas, promotional and advertising documents.	ACT+2	Multi (retained by each CAFÉ office responsible for event)
COM0001	Messenger - Subscriber	Subscription records for Baptist Messenger. Records related to subscriptions to Baptist Messenger, including subscriber lists, contact information, active/inactive lists, etc. Includes electronic subscription lists for list serves and third party subscription vendors (e.g., Blue Toad, Life Way, Sonovo)	ACT+6	Communications
COM0002	Messenger Advertising Sales	Records related to advertising sales for the Baptist Messenger, including advertising agreements, artwork, and classified ads orders.	ACT+3	Communications
COM0003	Public Relations - Publicity	Records related to internal and external communications for BGCO, including transcripts of public releases, advertisements, social media, other productions/communications, and supporting documents, statistics, and collateral material.	ACT+3	Communications
COM0004	Messenger - Article Sources	Records related to sources for articles published in Baptist Messenger.	6	Communications
COM0005	Licensed artwork/photos	Artwork, designs, photographs purchased for use in publications	ACT+6	Communications
COM0006	Print Project Files	Records containing artwork, articles, photographs used to produce publications for internal use and for customers	ACT+6	Communications
CORP0001	Business Organization - Board Meetings	Records of Board of Director nominations, meeting minutes, committee meeting minutes, agendas, resolutions, directors' reports, conflict of interest forms, materials distributed to Board members in advance of meetings, Executive Committee records, and other committee records where significant allocations decisions or policy decisions are made.	PERM	Executive
CORP0002	Business Organization - Annual Convention	Records related to the annual convention, including resolutions and motions.	PERM	Executive
CORP0003	Affiliates - Board Meetings	Records related to Board of Director meetings for affiliate organizations.	5	Executive
CORP0004	Executive Team	Notes and Minutes from Executive Leadership Team Meetings	5	Executive
CORP0005	Business Organization - Incorporation/Organizing Documents	Records related to the establishment of and rules governing the operation of the Convention. Includes the constitution, bylaws, articles of incorporation, 501(c)3 supporting documents, and state filings for corporate registration and supporting documentation.	PERM	Executive

Classification	Records Retention Categories	Records Description	Total Retention (Yr.)	Custodian (Ministry Area/Office)
CORP0006	Planning/Forecasting	Planning, projecting, strategic planning for internal purposes Records related to BGCO's strategic plan.  Records related to planning for church planting.  Records related to Falls Creek planning.	ACT+5	Executive  CORT  CAFÉ
CORP0007	Board Member Forms	Conflict of Interest forms	ACT+10	Executive
CORT0001	Church Planter Agreements	Records related to the application, selection, and administration of church planter agreements.	ACT+5	CORT
CORT0002	Ministerial Crisis Support	Records related to providing financial assistance and/or counseling to ministers in crisis.	ACT+4	CORT
CORT0003	Volunteer Selection	Documents related to volunteer selection for disaster relief.	ACT+4	CORT
CORT0004	CORT - Event Registration	Records related to registration for CORT events, including registration forms and lists of attendees.	ACT+2	Multi (retained by each CORT office responsible for event) <sup>2</sup>
CORT0005	CORT - Event Planning	Records related to CORT event planning, including agendas, promotional and advertising documents.	ACT+2	Multi (retained by each CORT office responsible for event)
DEV0001	Donor Records	Records related to donor accounts, including contact information, correspondence, donor agreements and pledge cards, donor forms, donation receipts, copies of checks received, donor letters, thank you letters or certificates of appreciation, and past donation history.  Also includes donor records contained in Razor's Edge (or successor donor management software).	ACT+5  PERM	Executive
DEV0002	Monthly Donation Reports	Monthly donation reports.	2	Executive

<sup>2</sup> CORT offices presently include: (1) Baptist Collegiate Ministries, (2) Chaplaincy and Community Ministries, (3) Women's Missions and Ministries, (4) Partnership and Volunteer Missions, (5) Church Planting, (6) Associational and SAC Outreach, (7) Pastoral Leadership, (8) Evangelism, (9) Ethnic Evangelism, (10) Personal Evangelism, (11) Student Evangelism and Mobilization, and (12) Emerging Generations Evangelism.

<b>Classification</b>	<b>Records Retention Categories</b>	<b>Records Description</b>	<b>Total Retention (Yr.)</b>	<b>Custodian (Ministry Area/Office)</b>
DEV0003	Gift Annuities	Documents related to gift annuities given to campaign.	ACT+7	Executive
EMP0001	Master Personnel file	Records related to employee master personnel files. Includes salary determinations, correspondence, job reviews	ACT+6	Executive
EMP0002	Personnel Policies	Personnel Policies, including Salary Administration Plan	IND	SST
EMP0003	HR - Job Descriptions	Job descriptions and records related to job descriptions	IND	SST
EMP0004	Workers' Compensation Claims	Records relating to workers' compensation claims, including payment information, forms, and correspondence with insurance carrier.	IND	SST
EMP0005	Medical Records	Medical records related to treatment, examinations, history, etc. related to medical matters such as accidents, injuries, FMLA, ADA, workers' compensation, etc.	30	SST
EMP0006	Employee Selection	Records related to the selection and hiring of employees, including job announcements, applications, advertising, interview records, background checks, etc.	ACT+3	SST
EMP0007	Benefit Plan	Documents related to company sponsored benefit plans. Includes insurance, disability, medical, retirement, vacation, entitlements, savings plans, correspondence, and records explaining benefit plans.	ACT+6	SST
EMP0008	Benefit Elections	Records related to employee elections of benefits, including participation, amount, and designations.	ACT+6	SST
EMP0009	Benefit Summaries	Summaries of Benefit Plans, including cumulative years of service, total retirement contributions, accrued benefits, etc.	IND	SST
EMP0010	Benefit Contributions/Distributions	Records of contributions made by employer and benefits distributed under company benefit plans. Includes insurance, disability, savings, PTO records, etc.	ACT+6	SST
EMP0011	Benefit Correspondence	Written correspondence to employees and retirees regarding updates, status, and changes to benefit plans.	ACT+6	SST
EMP0012	Life Insurance Beneficiary Forms	Employee and retiree beneficiary designation for group term life insurance benefits.	ACT+6	SST
EMP0013	Employee Forms	Employee conflict of interest forms, proprietary agreements, and personnel policy acknowledgements	ACT+7	SST
FAC0001	Property Management - Building Plans	Records related to the design, construction, and layout of facilities, including schematics, architectural drawings, and building plans of physical plants.	ACT+6	Multi (records retained at each facility)
FAC0002	Fire Safety Testing	Results from testing of fire prevention systems.	ACT+3	SST (records retained at each facility)

<b>Classification</b>	<b>Records Retention Categories</b>	<b>Records Description</b>	<b>Total Retention (Yr.)</b>	<b>Custodian (Ministry Area/Office)</b>
FAC0003	Property Management - Vehicles	Records related to fleet management, including vehicle titles, registration documents, sales records, inspection records, etc.	ACT+5	SST
FIN0001	Accounts Payable	Records related to payment of financial obligations. Includes check requests, invoices, receipts, statements, check registers	ACT+3	Finance
FIN0002	Accounts Payable Payee Tax Forms	W-9, 1099s	ACT+6	
FIN0003	Accounts Receivable	Records related to receipt of revenues. Includes church remittance forms, contributions, deposit forms & records, designated contributions, gift receipts, and subsidiary ledgers.	ACT+3	Finance
FIN0004	Cooperative Program Reports	Annual Reports of Cooperative Program giving	PERM	Executive
FIN0005	Credit Card Transactions	Employee credit card statements and receipts.	ACT+1	Finance
FIN0006	Credit Card Information	Employee credit card primary account numbers, PIN numbers, employee card assignments, credit limit information	ACT+3	CFO
FIN0007	Payroll	Records related to the payment of salaries and wages, including documents related to salary, wages, housing allowance elections, payroll deductions, garnishments, tax withholding, W-2s, W-4s, and I-9's.	ACT+10	Payroll
FIN0008	Timesheets	Records related to reporting of hours worked, including timesheets	4	Payroll
FIN0009	Vehicle/Expense Reports	Employee reports for fleet vehicle usage and travel expenses	4	Finance
FIN0010	Ledgers	General ledgers, balance sheets, income statements, bank reconciliations.	ACT+10	Finance
FIN0011	Budget Books/Financial Plans	Annual summaries of agency budget. For supporting documentation, see FIN0010.	PERM	Executive
FIN0012	Accounting Management Information	Records supporting budget books, financial plans, reports, etc.	ACT+5	Finance
FIN0013	Journal Entries	Records used to record transfers between accounts, depreciation schedules, and capital expenditures (land, vehicles).	ACT+5	Finance
FIN0014	Capital Property	Financial records related to construction projects.	ACT+5	Finance
FIN0015	Inventory	Inventory records for camps, books, and postage.	ACT+10	Finance
FIN0016	Central Services	Internal support for products and orders.	ACT+5	Multiple (including finance)



Classification	Records Retention Categories	Records Description	Total Retention (Yr.)	Custodian (Ministry Area/Office)
FIN0017	Banking	Banking records, including canceled checks, deposit slips, statements, reconciliations, registers, cash management, wire transfers and signatories.	ACT+5	Finance
FIN0018	Budget/Financial Forecasts	Records related to internal planning and financial management	PERM	Finance
FIN0019	Compliance & Tax Returns	Audit reports, appeals reports, federal tax returns (Form 990), IRS Form 941	PERM	Finance
FIN0020	Investments	Records related to tracking and managing investments.	PERM	Finance
FIN0021	Loans/Credits	Records related to the application, issuance, management, and administration of loans made to BGCO	ACT+7	Finance
FIN0022	Personal Loan Program	Records related to fund-raising personal loan program	ACT+7	SST
FIN0023	General Accounting	Other miscellaneous records related to accounting.	ACT+5	Finance
LEG0001	Legal Documents	Legal documents, including deeds, conveyances, abstracts, contracts, leases, and signature cards	PERM	Multiple, including SST and Executive
LEG0002	Agency Partnership Agreements	Agreements with Southern Baptist entities for shared ministry	ACT+10	Executive
LEG0003	Litigation Files	Records related to threatened or asserted litigation or government investigations. Includes pleadings, discovery, attorney work product, legal opinions/memoranda, transcripts, exhibits, final judgments, etc.	IND (case by case basis)	Executive
LEG0004	Claims Files	Records related to insurance claims files.	ACT+6	SST
LEG0005	Trademarks/ Copyrights	Records related to applications, approvals and maintenance of registered trademarks and copyright permissions.	IND	SST
LEG0006	Licenses/Permits	Records related to licensing and permitting, including sales tax exemption and property tax exemption records.	PERM	SST
LEG0007	Media and Music Licensing	Licensing for media and music performance	ACT+6	SST
LEG0008	Insurance	Documents related to insurance coverage affecting company liability. Includes property and casualty policies, amendments, riders, proof of payment, etc.	ACT+10	SST
TECH0001	Technology Disaster Recovery Plan	Records prepared to restore the organization's data in case of catastrophic disaster or loss of information.	IND	Technology
TECH0002	Software Licensing	Licenses for software.	SUP <sup>3</sup>	Technology

<sup>3</sup> Software licenses may be transferred to other nonprofit organizations under the terms of BGCO's licensing agreements. Records in this category should be retained as long as the license is active and in use by BGCO, until transferred to any other nonprofit organization, or until the software is no longer active or subject to transfer, whichever of the periods is the shortest.

Classification	Records Retention Categories	Records Description	Total Retention (Yr.)	Custodian (Ministry Area/Office)
TECH0003	Active E-Mail	Records stored on the active email Exchange server files for all departments and facilities and not a part of any other agency record or category.	60 days (can be moved to private shares if business need requires)	Technology
TECH0004	Email Archive	Archived email.	2	Technology
TECH0005	Backup - Routine	Routine backups of network servers and computer data/systems. Includes:  Daily backups (incremental)  Weekly backups (complete)  Annual backups (year-end backups of finance system data)	30 days (rotated)  3 months (rotated)  SUP	Technology  (most recent previous full backup stored offsite)
<p><b>Contents of this document are subject to change. Please contact the Senior Associate Executive Director if you have any questions regarding this document.</b></p>				

ACT - Active: the period during which a matter is active; this is intended to be a flexible time period that may extend over several years or accounting periods. The “active” period for a record may vary according to business circumstances.

IND - Indefinite: a long period of time that cannot be determined in advance. Records termed “indefinite” must be reviewed periodically to determine whether they can be destroyed.

MAX - Maximum: retain records only for as long as provided by the maximum period. They may be destroyed earlier than the period states if there is no business necessity for retaining them. This classification may only be used for general administrative records, miscellaneous, correspondence, and other records possessing little value that can be destroyed within a few years.

PERM - Permanent: possesses enduring legal, fiscal, or administrative value and must be preserved permanently.

SUP - Superseded: retain records until they are replaced by more current versions. Similar to ACT, but records cease to be active when they are replaced.

**\* Indicated retention periods are in “years” unless otherwise specified.**

Revised September 30, 2012