

## **Policy for Records Retention**

Date of Policy Approval: December 21, 2015

Policy Owner: Finance Coordinating Council

Church records can be stored in locked file cabinets, the safety deposit box at the church bank, or as secure electronic files.

The length of time to retain records is based on the most stringent of recommended accounting practices as detailed in Appendix A. The Finance Coordinating Council will update these Records Retention Guidelines as necessary.

ATTACHMENT: Appendix A