

Uniting Church in Australia

Historical Records Preservation Policy and Administrative Retention and Disposal Schedule

For Congregations Only

Archival Records

- All archival records will be permanently retained by the Church.
- Most archives of congregations of the Uniting Church are held in their respective synod archives.

Record Title	Action Required	Significant Examples
All Birth, Baptism, Death and Marriage Registers	Records to be sent to Synod Archives	
Minutes	Signed, Dated, Original Records to be sent to Synod Archives two years after the last action. Include with the minutes any attachments, significant correspondence and documents	<ul style="list-style-type: none">• Church Council Minutes• Elders Council Minutes• Congregational Meeting Minutes• Property & Finance Committee Minutes
Photographs All photographs should be labelled with location, date, names of persons and a description of what the photo depicts	Records to be sent to Synod Archives when use is finalised	<ul style="list-style-type: none">• Photos of buildings that are about to be altered or destroyed• Photos of buildings that have just been built• Photos of ministers• Photos of special events within the life of the

		congregation
Financial Records	Annually or when journals are full	<ul style="list-style-type: none"> • Audited annual accounts • Budgets • Collection journals
<p>Newsletters and other published material</p> <p>Material is considered to have been published if reproductions of the material have been supplied (whether by sale or otherwise) to the general public</p>	A copy of all published material should be sent to the Synod Archive annually in date sequence	<ul style="list-style-type: none"> • Weekly/Monthly newsletters • Annual Newsletters • Annual reports
Reports about special Events including audio and videotapes CDs and DVDs	Records to be sent to Synod Archive when use is finalised	<ul style="list-style-type: none"> • Reports on special celebrations held by the congregation
Rolls	Records to be sent to Synod Archives when administrative use is finalised	<ul style="list-style-type: none"> • Membership Rolls
Church Histories	A copy of history to be sent to Synod Archives	<ul style="list-style-type: none"> • Histories of the local church or histories that mention the church in a significant way
<p>Architectural Plans and Blueprints, Building Specifications</p> <p>Fully identified as to location, name and date</p>	<p>Records are to be sent to the Synod Office when they are no longer required by the congregation.</p> <p>NOTE: Any plans or specifications OLDER THAN 15 YEARS can be sent to Synod Archives.</p>	<ul style="list-style-type: none"> • All plans of church buildings, manses, halls, toilet blocks, pathways etc

Non-Archival Historical Records

- Non-archival historical records may be retained for administrative purposes, or for sentimental value, but will usually be destroyed after a period of time

Record Title	Action Required	Disposal Date	Examples
General Correspondence	Retain in congregation records where information is easily accessible for administrative purposes	After administrative use is finalised	<ul style="list-style-type: none"> • Correspondence may include invoices and quotes, letters to various tradespersons etc • Any general correspondence of a day to day nature with no lasting effect, information or consequence
Financial Records	Retain 7 years in congregational records	Destroy as per accounting standards after 7 years.	<ul style="list-style-type: none"> • General financial records • Tax Documents • Invoices • Supporting correspondence

For other records such as incident reports, accident reports, WorkCover and personal liability claims and all personnel records consult your Presbytery. These documents are not kept as part of historical records, but may need to be permanently retained in secure storage.