

The Church of Jesus Christ of Latter-day Saints							Version 2013.2 RMC Approved	2013 11 13	
2013.2 - General Records Retention and Disposition Schedule									

**Explanation**

The 2013.2 - General Records Retention and Disposition Schedule identifies common business functions. Business functions are subdivided into broad categories of record producing activities or records. A definition is provided for each category and includes a list of common records belonging to that category.

**Litigation Hold Notice**

A litigation hold notice that requires the preservation of records longer than otherwise required governs over this schedule or any similar retention and disposition schedule.

**Retention Begins After an Event Occurs**

**Event Codes**

- DTE = Date document created
- ECY = End of current year
- EXP = Expiration of contract or agreement
- INA = When record become inactive
- PUB = Publication
- SAL = Sale of the property
- SUP = Superseded
- TER = Termination of employment

**Preferred Retention Period**

PER = Designated a permanent business record

All other retention periods are designated by a number (0-100) representing calendar years.

**Disposition**

- A = Transfer to CHL Archives
- D = Destroy

**Duplicate copies of a record**

Duplicate copies may be kept as long as needed for business purposes. However, duplicate copies should not be kept longer than the retention period of the official record.

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Functions	Categories	Definition	Retention Begins After Event	Preferred Retention	Preferred Disposition	Default Access	Authority
Administrative							
AD1	Administrative Support, Routine	Records of routine work performed in Church departments. Records may include announcements, calendars, communications logs, mailing lists, memoranda, and pending action files, and other series of records that support routine operations within a Church entity.	ECY	3	D		
AD2	Audits Reports	Records of an independent, internal or external, assessment and evaluation of Church organizations, systems, programs, and individuals. Records include final audit reports, including defalcation and loss audit reports, with recommendations for compliance.	ECY	7	A		
AD2.1	Audit Reports, Local Unit and Family History Center	Records created in the Local Unit Financial Audit System (LUFAS) database maintained by the Auditing Department. Local copies of these audits should be categorized under EC 4.1.	ECY	10	D		
AD3	Audit Work Papers	Records may include audit trail files, internal and external control evaluation forms, and working papers.	ECY	7	D		
AD3.1	Audit Work Papers, Defalcation and Loss Work Files	Records include audit trail files, internal and external control evaluation forms, and working papers specific to a defalcation or loss.	ECY	100	D		
AD17	Biographical Records	Records received and/or maintained by the Church that provide a biographical profile of individuals being considered for or currently serving in leadership positions.	INA	1	A		
AD4	Correspondence, Business Critical	Records that represent executive level and business critical correspondence of Church leaders relating to Church programs. Records may include internal corporate communications (circular letters and memoranda), and other internal and external communications in paper and electronic formats (e-mail, instant messaging, digital voice recordings, text messages, etc.).	INA	3	A		
AD5	Correspondence, Routine	Records that represent routine or transitory correspondence of Church leaders or Church employees relating to Church programs. Records may include internal and external communications in paper and electronic formats (e-mail, instant messaging, digital voice recordings, text messages, etc.) that support operational work, but have no enduring value when that work has been completed.	INA	3	D		
AD18	Executive Administration	Records produced by executive directors, managing directors, and selected division directors that document their administrative assignment within a Church department and which merit permanent preservation.	INA	1	A		
AD6	Minutes	Records of executive level or business critical meetings that document important deliberations, officially recorded decisions, and precedent setting actions. Minutes produced from these meetings should always include agendas, approvals, authorizations, and attachments.	ECY	1	A		
AD7	Minutes, Routine	Records of routine meetings that support operational work.	INA	3	D		
AD8	Policies	Records of official Church or department policies that provide clarity, guidance, and consistency of action for important decisions.	SUP	1	A		
AD9	Procedures	Records that contain the instructions for performing a specific task or routine to ensure an acceptable, quality result. Records may include procedure manuals, protocol lists, and general instruction sheets.	SUP	1	D		

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AD10	Projects & Studies	Records produced from work on a specific assignment or task. Records may include drafts (the first or subsequent versions of a document prior to its final approval), general studies, flowcharts, forecasts, projects, questionnaires, research and evaluation studies and surveys, and working papers.	INA	3	D		
AD11	Records Management	Records associated with identifying and evaluating the business value, use, and compliance requirements of Church records and the management of those records. Records may include annual review reports, record catalogs, disposition reports, inventories, records management plans, retention and disposition schedules, and transfer forms.	SUP	10	D		
AD12	Reports, Annual & Summary	Records that summarize the substantive annual work of Church organizations in which they report on their unique stewardship, including corporate organizational charts.	ECY	3	A		
AD13	Reports, Routine	Records of daily, weekly, and monthly reports produced to support common Church operations.	INA		D		
AD14	Resources & Documentation	Records may include articles, catalogs, dictionaries, equipment specifications, instructional materials, product documentation, publications (non-church), rates and tariffs, raw footage--film & tape, reference materials, service manuals and training materials.	INA	3	D		
AD15	Security	Records associated with securing or protecting Church leaders, employees, members, facilities, real property, and equipment throughout the world. Records may include background checks, security surveys, and use of force records.	INA	3	D		
AD16	Strategic Planning	Records that record the long-term mission, vision and strategy of Church organizations and which develop a plan for achieving those goals. Records may include ____.	INA	3	A		
Curriculum							
CU1	Content Development	Records or reference materials created or used in the development of Church publications, including books, audio visual materials, magazines, pamphlets, instructional manuals, educational coursework, and training materials.	INA	3			
CU2	Publications, Church	Officially sanctioned Church publications. Records may include a copy of each Church publication in every unique format including, books, audio visual materials, gallery and site guides, magazines, pamphlets, instructional manuals, educational coursework, and training materials.	PUB		A		
CU3	Scripture Review & Development	Records of the development, translation, review, and publication of the scriptures. Records may include drafts, manuscripts, translations, . . .	INA	3	A		
CU4	Scriptures	The official, published, standard works of The Church of Jesus Christ of Latter-day Saints	PUB		A		
Ecclesiastical							
EC1	Family History Work	Records associated with the Family History Work of the Church. Records include genealogical records, family group sheets, pedigree charts, catalog entries, etc.		PER	A		

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EC2	Ecclesiastical Boundary & Location	Records associated with defining and maintaining geographic boundaries for Church areas, missions, local units, and building locations worldwide. Records are often produced using Geographic Information Systems (GIS) technologies.	ECY		A		
EC3	Leader & Local Unit Organization	Records created and updated to maintain an accurate listing of leaders worldwide and which record the ecclesiastical organization of each local unit in the Church.	ECY		A		
EC4	Local Unit Administration, Annual History	Annual History created by the local ward or stake, branch or district, or mission.	ECY		A		
EC4.1	Local Unit Administration, Audit and Finance	Records associated with audit and finance functions performed within local units of the Church.	ECY	3	D		
EC5	Membership	Records associated with maintaining an accurate membership record for individual members and families within the Church. Records may include membership status, annual tithing and donation status, priesthood ordinance and ordination records, family relationship data, and general membership and address data. *For Local Unit retention and disposition of membership related records, review records management instructions from Member and Leader Services Manual.		PER	A		
EC6	Missionary Records	Records associated with the recommendation, call, call acceptance, service, and release of full-time missionaries, church-service missionaries, and volunteers.	INA	1.5	D		
EC7	Statistical Reports	Records gathered and compiled to create area, mission, and local unit statistics, and then combined to create relevant statistical information for the Church. Records may include statistics about membership, missions, missionaries, temples, educational enrollment, humanitarian aid, and welfare.	ECY		A		
EC8	Temple Ordinances	Officially recorded ordinances performed in Temples worldwide. Records include ordinances performed by individuals for themselves, ordinances performed by proxy for deceased individuals, and restoration of blessings records.		PER	A		
EC9	Temple Ordinance Support	Records that support the performance of ordinances in the Temples. Records include Living and Immediate Family Records, T999 Entry forms, SIS Case Records, Official Temple Record, ordinance, information, etc.	INA	3			
Education							
ED1	Primary & Secondary Education	Records associated with the delivery of primary & secondary education. Records may include applications, class schedules, scholarships and supporting materials, student files, transcripts and transfers		10	A		
ED2	Religious Education	Records associated with the delivery of religious education. Records may include applications, class schedules, scholarships and supporting materials, Seminary & Institute records, student files, transcripts and transfers.		10	A		
ED3	Military Chaplaincy Education	Records associated with the application process, candidacy, and education of Latter-day Saint chaplains. Records may include Application for LDS Ecclesiastical Endorsement Military Chaplaincy, letters of recommendation, Chaplain Applicant Recommendation Form, questions document, Statement of Record, psychological evaluation, scholarship awards, and school transcripts.	INA	3	A		

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Financial							
FN1	Banking & Asset Management	Records associated with the establishment and management of banking and investment accounts, financial services, and the management of cash. Records may include institution qualification records, banking account and service agreements, signature cards, credit card and purchase card applications, letters of credit, bonds, sweeping services, security deposits, collections (statements, repossessions, write-offs).	INA	7	D		
FN1.1	Banking Transactions	Records of deposits, fund transfers, payments, stop payments, and bank statements.	ECY	7	D		
FN2	Budgeting & Planning	Records associated with business budgeting and planning that support the mission, vision and strategy established by the presiding quorums. Records may include budget instructions, budget projections, planning guidelines and templates, planning constraints, work and resource requirements, performance measures and baselines, authorization and allocation documents, and a management plan.	ECY	5	A		
FN3	Donations	Records associated with the receipt, acknowledgment, and securing of donations. Donations may be monetary or in-kind (stocks, bonds, real estate) from any source. Records may include donor information form, donation review, donation receipt, asset transfer and Church ownership record, appraisal, asset conversion documentation, bank deposit receipt, and non-cash asset transfer to new steward.	INA		A		
FN4	Make Payments	Records associated with the legitimate and approved disbursement of Church funds. Payments can be made through any approved method (electronic funds transfer (EFT), check, card, wire, cash). Records may include payment requests, accounts payable invoices, goods and services received documentation, payment authorization, and record of payment.	ECY	7	D		
FN4.1	Make Payments, Set-up Payee	Records associated with the set-up payee process for Church vendors. Records may include Vendor Set-up and Change Form, tax payer identification verification documents, and vendor correspondence with notes.	INA		D		
FN5	Payroll	Records associated with paying Church employees for work performed. Records may include time and attendance records, employee contributions, employee master list, deferred compensation, deductions, garnishments, W-2 and W-4 tax forms, and earnings statements.	ECY	7	D		
FN6	Investing	Records associated with the buying and selling of securities as Church investments.	ECY	15	D		
FN7	Receipt Funds	Records associated with the receipt, acknowledgment, and securing of funds. Funds include all types of corporate receipts (sales, accounts receivable, refunds, disposition of assets). Records may include payee account information, transaction authorization, transaction receipt, appraisal, transaction report, and bank deposit receipt.	ECY	7	D		
FN8	Reporting, Routine	Records related to routine daily, weekly, or monthly financial reports. Records may include the reconciliation reports, daily register, subsidiary ledgers, trial balance, and journal vouchers.	INA		D		
FN9	Reporting, Summary	Records associated with collecting, recording, reporting, analyzing, and summarizing of financial transactions to document the financial status of the Church. Records may include the Church Annual Financial Report and the Church General Ledger.	ECY	3	A		

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FN10	Risk Management	Records associated with the mitigation of risk through self-insuring or through the purchase of insurance.						
FN10.1	Risk Management Insurance Policies: Charitable Immunity States-General Liability & Auto Liability		PER					
FN10.2	Risk Management Insurance Policies: Liability, Auto, Excess, Workers' Compensation, General Liability & Auto Liability		EXP	75	D			
FN10.3	Risk Management Insurance Policies: Owner Controller Insurance Program (OCIP), Contractor Documents, Workers' Compensation, General Liability		EXP	7	D			
FN 10.4	Risk Management Insurance Policies, Property		EXP	7	D			
Human Resources								
HR0	Employee Backfile	Records maintained in an employees file that pre-date the 2004 digitization process. Records prior to 2004 were not organized according to specific document types. They need to be retained for 30 years following the date of the employee's termination.	TER	7	D			
HR1	Benefits	Records related to providing employee benefits and calculating accrued benefits. Records may include pension and 401k program documentation; medical, dental, and optical benefits options, and life insurance. Records may include tuition reimbursement and moving expense allocation.	TER	7	D			
HR2	Compensation Management	Records related to evaluating compensation for employees. Records may include salary surveys, cost of living data, earnings history, salary schedules, and bonuses.	ECY	7	D			
HR3	Education & Training	Educational and training materials created by the Human Resources department to meet legal and regulatory compliance requirements. For other corporate instructional manuals, educational coursework, or training materials, use category CU1, Content Development, or CU2 Publications, Church.	SUP	7	A			
HR4	Employee File	Records associated with maintaining an active employee's work file after hire. Records may include job description, application, resume, letters of recommendation, references, pre-service evaluation, worthiness documents, background check, credit check, emergency contact, personal identification information, acknowledgments, personnel actions (including promotions, demotion, transfer, and discharge), performance evaluations, disciplinary notices, career tracking and compensation, professional development, training, certifications and maintenance of certifications, letters of complaint, corrective action documents, supervisor's notes, length of service, and compensation documentation.	TER	7	D			



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HR5	Health & Safety	Records associated with ensuring employee health and safety while at work. Records may include workplace monitoring records, hazardous materials exposure reports, audiometric testing reports, and other reports related to employee safety in the workplace. Records may include video logs, security access records, incident reports, and security contingency plans. Does not include safety or security training records.	DTE	30	D			
HR6	Investigations	Records associated with internal investigations related to, or requested by, the employee with respect to harassment, discrimination, and/or retaliation claims.	TER	7	D			
HR7	I-9	Records associated with documenting an employees eligibility to work in the United States. Records include Immigration and Naturalization Service I-9 forms.	TER	3	D			
HR8	Legal Contracts & Agreements	Records associated with maintaining an appropriate employer/employee relationship, protecting the rights of the Church and the employee, documenting all legal agreements between parties, and litigating unresolved disputes. Records may include all employee related legal agreements and contracts, discrimination complaints, complaints against other employees, supervisors, or the corporation.	TER	7	D			
HR9	Medical	Records related to maintaining needed medical information about employees. Records include important medical information about employees, missionaries, and volunteers. Access to these records is controlled.	TER	7	D			
HR10	Recruiting, Not Hired	Records associated with all aspects of recruiting a new employee. Records may include position description, advertising, background checks, resumes, letters of recommendation, candidate evaluation reports, candidate lists, interview questions and notes, and employment offers. <b>*Records from individuals who are hired will be transferred into the official employee file.</b>	DTE	2	D			
Legal								
LE1	Advice	Records associated with doing legal research and analysis and then providing legal advice to Church entities. Records may include research, analysis, and legal advice from either the Office of General Counsel or from external counsel.		PER	A			
LE2	Claims: General Liability (non--designated), Auto Liability, Auto Physical Damage, Miscellaneous, Bankruptcy, Property Damage, Crime, Traffic Accident Reports, paid invoices, evidence, surveillance videos, etc.)	Records created in response to a claim that is filed against a Church entity. Records may include initial claim form, response documents.	Minors: Date of notice + 25 Adults: Date closed + 10		D			
LE2.1	Claims, Designated or Minors without Settlement		Date of notice	25	D			
LE2.2	Claims, Worker Compensation		Date of incident	60	D			
LE3	Compliance	Records related to and supporting legal compliance with regulatory and statutory requirements.	INA	30	D			

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LE4	Contracts & Agreements	Records which document agreements that create a legal obligation, enforceable by law, between the Church and another party, and records that create agreements between the Church and another party. *Contracts that secure intellectual property rights, or that are important to the operation of the Church should be archived	EXP	7	D		
LE5	Corporate Organization	Records related to the origination of a new corporate entity. Records may include Articles of Incorporation (corporate charter), bylaws, licenses, purpose statement, and corporate structure.	INA		A		
LE6	Intellectual Property	Records associated with registering, securing, getting permission, or granting permission for the use of intellectual property, including contracts. Records may include copyright and trademark registrations, patents, permission requests, permission grants, permission denied, and use agreements.		PER			
LE7	Litigation	Records related to litigating a case that cannot be resolved by other means. Records may include claims, grievances, litigation hold notices, affidavits, legal research, depositions, evidence, judgments for or against. * <b>Only precedent setting cases should be permanently preserved. ** A litigation hold notice that requires the preservation of records longer than otherwise required governs over this schedule or any similar disposition schedule.</b>	INA		A / D		
LE8	Research & Analysis	Records related to and supporting legal research and analysis.	INA	3	D		
Production/Distribution							
PD1	Distribution Records	Records associated with the Church's distribution efforts. Records may include bills of lading, custom declarations, import/export regulations, marketing summaries, marketing forecast, marketing analysis, receiving reports, sales summaries, shipping and subscriptions.	ECY	7	D		
PD2	Printing Records	Records associated with the Church's printing. Records may include art boards, finished project samples, finished project documentation, job bids, preprints and project scheduling.		7			
PD3	Production Records	Records associated with the Church's production of goods. Records may include deviation logs, patterns, product histories, production tests, production costs, production reports, production specifications, proof of production, quality assurance, waste disposal.		5			
PD4	Purchasing Records	Records associated with the Church's purchasing process. Records may include those associated with capital equipment, invoice requisitions, order processing, price lists, product files, purchase orders, purchase requisitions and vendor files.	ECY	3	D		
Property/Equipment							
PE1	Design, Engineering & Construction Files from Temples and Special Projects, including Standard Plans from Meetinghouse Facilities	Records associated with the design, engineering and construction of Temples and Special Projects, including standard plans for meetinghouse facilities. Records may include blueprints, drawings (Architectural, As Built, Electrical, Landscape, Mechanical, Sound); consultants reports (Sound, Structural, General, Mechanical, Electrical), Engineering tests, and Engineering standards; appropriations, building permits, certificates, change order requests, contractors bids, studies, cost breakdowns, inspections, permits, progress reports, schematics, soil test results, etc.	INA	3	A		



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PE2	Design, Engineering & Construction Files from Meetinghouse Facilities and other physical facilities	Records associated with the design, engineering and construction of meetinghouses and other physical facilities. Records may include blueprints, drawings (Architectural, As Built, Electrical, Landscape, Mechanical, Sound); consultants reports (Sound, Structural, General, Mechanical, Electrical), Engineering tests, and Engineering standards; appropriations, building permits, certificates, change order requests, contractors bids, studies, cost breakdowns, inspections, permits, progress reports, schematics, soil test results, etc.	INA	3	D			
PE3	Inventory	Records associated with the inventory of materials produced by or purchased by the Church. Records may include depreciation schedules, inventory logs, inventory controls, problem logs, stock cards, surplus disposal records, etc.	ECY	3	D			
PE4	Leases	Records associated with leasing Church-owned properties.	INA	7	D			
PE5	Operations & Maintenance	Records associated with the operation and maintenance of Church-owned facilities and equipment. Records may include installation records, preventative and corrective maintenance histories, system tests, log files (mileage, repair and usage), equipment replacement records, warranties, purchase orders, and acquisition records.	INA	3	D			
PE5.1	Operations & Maintenance, Asbestos	Records associated with the operations and maintenance of Church-owned facilities that contain asbestos. Records may include surveys, management plans, incident reports, and asbestos abatement reports.	Duration of ownership	1	Transfer records to successive owner			
PE5.2	Operations & Maintenance, Fuel Tanks	Records associated with the operations and maintenance of fuel storage tanks at Church-owned facilities.	Closure of tank	4	D			
PE6	Real Estate	Records associated with the evaluation, purchase, ownership, and sale of real estate. Records may include appraisals, appropriations, approvals, closing documents, property documentation, site evaluations and environmental reports, and title documents.	INA	10	A			
Public Relations								
PR1	Advertising/Marketing	Records associated with the Church's Advertising/Marketing. Records may include those generated for Advertising campaigns (Newspaper, Radio, Television and other media).		PER	A			
PR2	Community, Government, Religious & Media Relations	Records associated with managing the Church's public relations. Records may include policy letters, approved statements, briefings, clippings and other media projects.		PER	A			
PR3	Broadcasting	Records associated with the Church's Broadcasting activities.	ECY	10	A			
PR4	Exhibitions & Historical Sites	Records associated with Church created exhibitions and historical sites. Records may include planning, design, and research records.	INA	3	A			
PR5	Market Research	Records associated with the Church's market research. Records may include surveys, demographic information, studies of prior media campaigns, reports, and other media tracking records.	ECY	10	A			
Taxation								

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TA1	Corporate Tax	Records associated with the assessment, preparation, and payment of taxes by the Corporation of the President and other affiliated corporate entities.	ECY	15	D			
TA2	Form 1099	Records associated with payments to independent contractors for services provided.	ECY	7	D			
TA3	Income Tax	Records associated with the assessment, preparation, and payment of personal income taxes.	ECY	15	D			
TA4	Property Tax	Records associated with the assessment, preparation, and payment of property taxes. Records may include tax notices, appraisals, tax status, parcel information, and taxing entity information.	ECY	10	D			
TA5	Sales & Use Tax	Records associated with the sale of church produced items.	ECY	7	D			
Welfare								
WE1	Adoptions	Records associated with the adoption of a child through LDS Family Services. Records may include Birth Parent case files and Adoptive Applicant (parent) case files.	ECY	100	A			
WE2	Clinical Services	Records of clinical counseling provided by LDS Family Services and records of foster child care managed by LDS Family Services.	INA	10	D			
WE3	Employment Services	Records related to assisting those looking for work to find a job by connecting them with employers, schools, and other community resources. Records may include job postings, employer profiles, candidate profiles, school profiles, Church leader profiles, staff profiles, and missionary profiles.	INA	2	D			

- 1) This is a living document that is reviewed and published annually. Feedback is gathered through use and application, and from Records Coordinators.
- 2) We have tried to anticipate needs. We expect misses, so call for assistance.
- 3) There is an exception handling process.
- 4) The primary audience is Records Coordinators. The schedule should also work well for secondary audiences.
- 5) Primary uses: Creating Department Records Management Plans, Building out Church-wide File Plan(s), Providing guidance for all employees