

Mennonite Church Saskatchewan

Records Management and Archives Policy

Approved Sept. 26, 2015

I. Ownership:

All documentation—whether in hard copy or in digital storage—generated in the normal course of MC Sask business and events remains the property of MC Sask, whether held or generated by staff or volunteers. Staff and Council members are required to turn in all records held by them upon terminating engagement with MC Sask. All volunteers are required to turn in or destroy all records accumulated during their engagement with MC Sask.

II. Organization Structure:

Documentation generated and held by all entities listed below is the property of MC Sask and shall be submitted for distribution and disposition as directed by the MC Sask Council from time to time:

- i. ADS (Annual Delegate Sessions)**
- ii. Council; moderator and members**
- iii. Staff**
- iv. Commissions, committees and boards**
 - Ministries
 - Finance Board
 - Pastoral Leadership
 - Saskatchewan Mennonite Youth Organization
 - Camp Commission
 - Camp Elim Board
 - Shekinah Retreat Centre Board
 - Nominations Committee
 - Youth Farm Bible Camp
 - Mennonite Nursing Home Board
 - Mennonite Youth Farm Complex Board
 - Ad Hoc Committees and task forces as may be formed from time to time

III. Records Inventory

The Council shall cause a Records Inventory to be kept in an accessible place for the convenience of all staff, volunteers and officials of MC Sask. Records received shall be entered upon their acquisition. The inventory shall be kept in the following format or similar:

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Mennonite Church Saskatchewan Records Inventory Sample

<i>Record Title</i>	<i>Format</i>	<i>Current Location</i>	<i>Dates Covered</i>
<i>Annual Delegate Sessions 2015 Report Booklet</i>	<i>MS Word/PDF Hard copy – 2015 binder Hard copy (several) Website link</i>	<i>Office computer – my documents – 2015 ADS – report booklet MC Sask office front cupboard Filing cabinet under stairs drawer 2 MC Sask website www.mcsask.ca</i>	<i>March 13 & 14, 2015</i>
<i>2015 Council minutes</i>	<i>MS Word/PDF Hard copy – 2015 binder Website link</i>	<i>Office computer – my documents – 2015 council minutes MC Sask office front cupboard MC Sask website</i>	<i>2015 meetings to date</i>
<i>2015 Touring Mission Fest</i>	<i>Poster – MS Word /PDF Poster – hard copy – 2015 binder Attendee list – hard copy – 2015 binder Attendee list – MS Excel</i>	<i>Office computer MC Sask office front cupboard MC Sask office front cupboard Office computer</i>	<i>May 9, 2015</i>
<i>2014 audited financial statements</i>	<i>Digital copy Hard copy – 2015 binder</i>	<i>Office computer – my documents – audited financial statements MC Sask office front cupboard & filing cabinet under stairs drawer 2</i>	<i>2014</i>

Inventory shall be kept for each of the categories of documents listed in the Retention Schedule below:

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IV. Retention Schedule

• Annual reports	permanent
• Legal documents	permanent
• Property records	permanent
• Minutes of committees, commissions and boards (see II)	permanent
• Ad hoc committee or task force reports	permanent
• Programs from events	permanent
• Photographs	permanent
• Personnel files	term of employment
• Significant Correspondence (see below)	permanent
• Expense reports	Seven years
• Financial ledgers	Seven years
• Budgets and audits	Seven years
• Bank statements	Seven years
• Purchase receipts and invoices	Seven years
• donation receipts and records	three years
• Routine outgoing correspondence and mailings	two years
• Itineraries	two years
• Mailing lists	until updated
• Manuals	until updated

Others as needed.

V. Archiving

The following shall be submitted to the Mennonite Historical Society of Saskatchewan Archives from time to time. It is understood that these records then become the property of the MHSS Archive but remain permanently open for perusal and copying. These items may be submitted as hard copies or digital files; it is recommended an external hard drive containing only MC Sask files be established.

- Annual reports
- Photographs
- Programs from events
- Minutes of Council, committees, commissions and boards, **with attachments**
- Ad hoc committee and task force minutes and reports
- Significant correspondence (such items should be flagged as they are filed by employees, Council Executive, etc.)
 - This correspondence should include, but is not limited to, items which: generate action or policy; pertain to alleged wrong-doing; contribute to ongoing discussions; pertain to MC Sask development and direction-setting; pertain to congregational concerns and issues.

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VI. Digital Records

1. A digital record carries the same weight as hard copy; i.e. an email is as significant as a mailed letter.
2. All items in V should be preserved in hard copy (exception: Photographs: those produced as hard copy will be kept as such, but any not printed for other purposes will be kept in digital form).
3. Employees and volunteers shall turn in their digital records on a CD/DVD or external drive after completing their engagement with MC Sask, these to be labelled and kept for five years in order that they may be searched if necessary.
 - Volunteers do not need to turn in their complete digital records but need to delete them and inform the MC Sask office that they have done so. (A turnaround document will be sent to outgoing volunteers reminding them of the need to delete records accumulated, and asking them to confirm that they have done so.)
4. Files kept on hard drives of computers shall be stored in an organized manner so that they may be conveniently searched by a third party.
5. Digital files shall be backed up regularly – at least weekly; daily if their loss could potentially do harm (e.g. financial records) Back-ups of financial files shall be kept off the premises.
6. All digital files shall be titled by year, month, date as one number, followed by the title. (e.g. 20120317 Ministries Commission Minutes)
7. Keep in mind that different venues employ different software. If necessary, save and send work in .rtf (Rich text) to ensure everyone who needs to can read it or convert to .pdf (Portable Document File) if it's a “read only” item.