

## Uniting Church in Australia

### Historical Records Preservation Policy and Administrative Disposal Schedule

## ~FOR CONGREGATIONS ONLY~

IF YOU ARE NOT A CONGREGATION, PLEASE SEE THE POLICY FOR AGENCIES AND UNITING CHURCH HEAD OFFICE.

### Archival Records

- The Church will permanently retain all archival records.
- Most of the Queensland Uniting Church Historical Collection is held at the John Oxley Library.

Record Title	Action Required	Examples
All Birth, Baptism, Death and Marriage Registers	Records to be sent to John Oxley Library bi-annually	
Minutes	Records to be sent to John Oxley Library at the end of each financial year	<ul style="list-style-type: none"><li>• Parish Council Minutes</li><li>• Elders Council Minutes</li><li>• Minutes of Congregational Meetings</li></ul>
Photographs <ul style="list-style-type: none"><li>• All photos should be labelled with location, date, and a description of what the photo depicts</li><li>• Photos of people have less historical value than photos of buildings or events</li></ul>	Records to be sent to John Oxley Library bi-annually or when use is finalised	<ul style="list-style-type: none"><li>• Photos of buildings that are about to be altered or destroyed</li><li>• Photos of buildings that have just been built</li><li>• Photos of ministers</li><li>• Photos of special events within the life of the congregation</li></ul>
Publicity Material	Records to be sent to John Oxley Library bi-annually	<ul style="list-style-type: none"><li>• Master copies of flyers, brochures, posters etc for any major event within the life of the congregation</li></ul>

<p>Newsletters and other published material</p> <ul style="list-style-type: none"> <li>Material is considered to have been published if reproductions of the material have been supplied (whether by sale or otherwise) to the general public.</li> </ul>	<p>A copy of all published material should be sent to the John Oxley Library at time of printing.</p>	<ul style="list-style-type: none"> <li>Monthly newsletters</li> <li>Annual newsletters</li> <li>Annual reports</li> </ul>
<p>Reports about special Events</p>	<p>Records to be sent to John Oxley Library bi-annually or when use is finalised</p>	<ul style="list-style-type: none"> <li>Annual Minister → congregation correspondence</li> <li>Reports on special celebrations etc held by the congregation</li> </ul>
<p>Scrapbooks of newspaper clippings/ reports/ photos etc</p>	<p>Records to be sent to John Oxley Library bi-annually or when use is finalised</p>	
<p>Rolls</p>	<p>Records to be sent to John Oxley Library bi-annually</p>	<ul style="list-style-type: none"> <li>Membership Rolls (including membership of Fellowships etc)</li> <li>Communion Rolls</li> </ul>
<p>Church Histories</p>	<p>A copy of history to be sent to John Oxley Library</p>	<ul style="list-style-type: none"> <li>Histories of the church compiled by church members</li> <li>Histories of suburbs or towns that mention churches in a significant way</li> </ul>
<p>Architectural Plans and Blueprints, Building Specifications</p>	<p>Records to be sent to the Synod Office when the congregation no longer requires them.  <b>NOTE:</b> Any plans or specifications <b>OLDER THAN 15 YEARS</b> can be sent <b>DIRECTLY TO JOHN OXLEY LIBRARY</b></p>	<ul style="list-style-type: none"> <li>All plans of church buildings, manses, halls, toilet blocks, pathways etc</li> </ul>

## Non-Archival Records

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

<b>Record Title</b>	<b>Action Required</b>	<b>Disposal Date</b>	<b>Examples</b>
General Correspondence	Retain in congregation records where information is easily accessible for administrative purposes	After 5 years or when administrative use is finalised	<ul style="list-style-type: none"> <li>• Correspondence may include invoices and quotes, letters to various tradespeople etc</li> <li>• Any general correspondence of a day to day nature with no lasting effect, information or consequence</li> </ul>
Interim Reports	Retain as desired for congregational information purposes	After 5 years or when administrative use is finalised	<ul style="list-style-type: none"> <li>• Monthly reports to committees</li> <li>• <b>NOT ANNUAL REPORTS. SEE ARCHIVAL SECTION.</b></li> </ul>
Financial Records	Retain 7 years in congregational records	Destroy as per accounting standards after 7 years.	<ul style="list-style-type: none"> <li>• General financial records</li> <li>• Tax Documents</li> <li>• Invoices</li> <li>• Supporting correspondence</li> </ul>
Incident Reports	Retain 7 years in secure congregational records unless incident is considered to be one that may give rise to claim in which case it should be permanently retained.	Destroy minor incident reports after 7 years. Refer to Wyatt Gallagher Basset regarding incidents that could still give rise to claims (NB incidents relating to children should be securely retained at least 25 years.)	<ul style="list-style-type: none"> <li>• Accident reports</li> <li>• Incident reports</li> <li>• Complaints</li> <li>• Police reports</li> </ul>
WorkCover and Personal Liability Claims	Retain Permanently in secure records. Any new claims should be referred to Wyatt Gallagher Basset.	Retain Permanently in secure records. May be destroyed 75 years after the person's date of birth.	<ul style="list-style-type: none"> <li>• WorkCover applies for paid employees only.</li> <li>• Volunteer staff are covered under the Synod's Personal Liability Insurance.</li> </ul>