



The United Church of Canada Classification and Records Retention Schedule

November 20, 2023

Introduction

The Classification and Records Retention Schedule (CRS) outlines records that are created by units and offices of General Council, regional council and communities of faith of the United Church of Canada. It classifies and describes records that are created and provides guidance on retention and disposition of the records (how long they are kept and what to do with them after that period of time).

Classification structure and retention periods are determined based on institutional policy and procedures, federal and provincial legislation, and industry standards.

Understanding the CRS

The CRS is functionally-based, meaning that it is organized based upon the function which produces records. Functions common to many organizations will include administrative, financial, governance, and human relations work among others. Any unit that is using the schedule should be able to find their work reflected in the classification scheme by searching for their activities within the organizational function that they belong to.

The CRS is not designed to be a file plan, though it may be used as a guide for one.

Structure

The CRS is organized into three levels, known as primaries, secondaries, and tertiaries.

Primaries designate common functional blocks. The following is a list of the functional blocks found in the CRS:

- **Administration / Office Management**
- **Communications, Publications and Media**
- **Communities of Faith**
- **Equipment and Supplies**
- **Finance**
- **Governance**
- **HR**
- **Information Management and Technology**
- **Legal**
- **Programming and Education**
- **Property and Facilities**
- **Risk Management / Health and Safety**
- **Social Issues, Partnerships and Outreach**

Secondaries are the specific functions that occur within these. For example, secondaries in **Finance** include: **Audit, Budgeting and Financial Planning, Financial Reporting**, and more.

Tertiaries are activities/record types that result from each secondary. For example, in Finance: Financial Reporting, tertiaries include “Approved budget books”, “audit reports”, and “Year-end reports”.

Retention and Disposition

Retention periods and disposition are provided for all secondary and tertiary-level series. The secondary-level retention is a general guide to follow for all records in that function, though specific types may differ at a more

granular level. When dealing with records which do not apply specifically to activities outlined in a tertiary, use the secondary-level retention period.

Retention and disposition information is provided in three parts:

Trigger + Retention period | Disposition

e.g.: CY + 5Y | D

A trigger tells when the timer starts on a record (CY = current year), the retention period provides the length of time to retain (5Y = 5 years), and the disposition dictates the action to take once a retention period is complete (D = dispose). Below is a full list of acronyms you will find in the CRS:

Type	Acronym	Meaning
Trigger	E	Event (will be specified in rationale notes) e.g.: E=termination of contract
	CY	Current year
	FY	Fiscal year
	SO	Superseded or obsolete e.g.: when an old policy is replaced by an updated version
Retention period	nY	n years
	P	Permanent: applies only when the creating office or unit is the same office or unit which will permanently retain the record
Disposition	A	Archival
	AR	Archival review (records manager/archivist to review for archival value; criteria will be provided in rationale note where appropriate)
	D	Dispose / destroy

Rationales are provided for retention and disposition decisions.

Record types

Throughout the CRS you will see common record types repeated, as they apply to several functions. The following highlights some of these records and common rules which dictate their disposition.

- Policies and procedures: SO+5Y, AR
 - Policies outlined in the Human Resources Policy Manual apply to all staff, both Order of Ministry and lay, in the General Council Office and regional councils, irrespective of the source of funding for their salaries. These policies are to be retained permanently.
 - Internal or department-specific policies and procedures can be disposed after 5Y (e.g. Digitization Policy).
- Correspondence: CY+3Y/5Y/7Y, D/AR

- Retention period and disposition generally follows that of the secondary it belongs to. Records are reviewed for correspondence which includes records of business decisions.
- Reports: CY+5Y, A/AR
 - Official reports relating to finance, governance, projects, property, will be archival. Others reviewed for institutional significance, i.e. its significance for ongoing reference and institutional memory.

Scope

Scope notes at the secondary level describe what each series covers and the types of records that are expected to be seen within each.

Included in scope notes, where applicable, are UCC role-based email accounts which apply to those records. This is a signal to review these accounts for records of business decisions, and other substantive correspondence.

Office of Primary Responsibility (OPR)

An OPR designates who is responsible for records that are created. Essentially, the office or creator who must follow the retention and disposition rules. The CRS does not specify OPR for each record series; however, it is an important concept to understand when reading the schedules and applying them to your work. The CRS is creating rules for official records – copies of these records which may be held in other offices, units, or personal drives are transitory records and are to be destroyed when no longer required.

Administration / Office Management (ADM - 0100-0299)

Communications, Publications and Media (COM - 0400-0499)

Communities of Faith (COF - 0500-0599)

Equipment and Supplies (EQS - 0700-0799)

Finance (FIN - 0800-0999)

Governance (GOV - 1000-1199)

HR / Pastoral Relations (HUR - 1200-1399)

Information Management and Technology (IMT - 1400-1499)

Legal (LGL - 1700-1899)

Programming and Education (PRE - 2200-2299)

Property and Facilities (PRF - 2300-2399)

Risk Management / Health and Safety (RHS - 2500-2599)

Social Issues, Partnerships and Outreach (SPO - 2600-2699)

Administration / Office Management (ADM – 0100-0299)

Secondary	Retention	Disposition	Scope	Rationale / Notes
ADM0100 – Policy and Procedure Development	SO+5Y	Archival Review	Records relating to the development of administrative policies, procedures, and manuals.	See BC ARCS 195 for comparison.
ADM0125 – Customer Service	CY+3Y	Dispose	Records relating to the management of and actions pertaining to relations with public or internal users. Records may relate to end-user support, standard replies, inquiries logs, issues resolution logs, inquiries statistics, complaint resolution, best practices, guidelines, policies, research registration forms. UCC email: archives@united-church.ca ; info@united-church.ca ; complaintresponse@united-church.ca ; [regionalcouncil]@united-church.ca	See Ontario <i>Consumer Protection Act, 2002</i> limitation periods. See also Government of Ontario Common Records Series PSR-CUS-001, French Language Services, for comparison.
ADM0140 – Departmental Planning	CY+5Y	Archival Review	Records relating to a unit or department short- and long-term plans. Records can include project plans, work plans, statement of objectives and goals, proposals, reports, evaluation and other related documentation.	Review for institutional significance.
ADM0150 – Donor Relations	CY+7Y	Dispose	Records relating to the relationship with external donors. Records may include, donor files consisting of correspondence, donor information, donation amounts, copy of tax receipt, copies of cheques or credit card payments. UCC email: giving@united.church.ca	See Government of Ontario Common Records Series PSR-DON-001, Charitable Organizations, for comparison.
ADM0160 – Equity and Diversity	CY+5Y	Archival Review	Records relating to the development and implementation of equity and diversity initiatives. Records can include meeting minutes, mission and value statements, training, reports, evaluation, and other related documentation. UCC email: disability@united-church.ca	Review for institutional significance.

ADM0180 – Internal Communications	CY+3Y	Dispose	Records relating to the everyday correspondence within/between units or courts. Records may include memos, meeting minutes, project planning and updates, reports, proposals and correspondence. For meeting minutes related to committees please see GOV1020: COMMITTEES . Used for meeting minutes.	Retain as needed for administrative reference, shorter than other schedules because the records are of lower risk.
ADM0225 – Projects	E+3Y	Archival Review	Records relating to isolated projects undertaken by a unit. Records may include terms of reference, minutes, strategic planning, work plans, correspondence, drafts and other project working files. For project budgets, use FIN0820: BUDGETING AND FINANCIAL PLANNING .	E=Completion of project Retain only finalized documents. See BC ARCS 400, 405 for comparison.
ADM0270 – Statistical Analysis	SO+1Y	Dispose	Records relating the capture and reporting of statistics of the Church. Records may include performance indicators, results of surveys, reports to external bodies, to Board of Governors, to other units, or reports or studies prepared to for institutional analysis. Does not include reports or statistics received from external bodies. For Yearbook, see COM0450: PUBLICATIONS . UCC email: statistics@united-church.ca	Retain while relevant, when statistics are incorporated into reports, they are considered obsolete.

ADM0100 – Policies and Procedure Development

General retention: SO+5Y, AR

Scope: Records relating to the development of administrative policies, procedures, and manuals.

UCC email: n/a

Rationale / Notes: See [BC ARCS 195](#) for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and Procedures	SO+5Y	AR	Policies outlined in the Human Resources Policy Manual to be retained permanently. Internal or department-specific policies can be destroyed after 5Y.

ADM0125 – Customer Service

General retention: CY+3Y, D

Scope: Records relating to the management of and actions pertaining to relations with public or internal users. Records may relate to end-user support, standard replies, inquiries logs, issues resolution logs, inquiries statistics, complaint resolution, best practices, guidelines, policies, research registration forms.

UCC email: archives@united-church.ca ; info@united-church.ca ; complaintresponse@united-church.ca ; [regionalcouncil]@united-church.ca

Rationale / Notes: See *Ontario Consumer Protection Act, 2002* limitation periods. See also Government of Ontario Common Records Series PSR-CUS-001, French Language Services, for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-15	Complaints	CY+3Y	D	
-35	Inquiries	CY+3Y	D	
-60	Logs	CY+3Y	D	
-75	Registration	CY+3Y	D	

ADM0140 – Departmental Planning

General retention: CY+5Y, AR

Scope: Records relating to a unit or department short- and long-term plans. Records can include project plans, work plans, statement of objectives and goals, proposals, reports, evaluation and other related documentation.

UCC email:

Rationale / Notes: Review for institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-25	Evaluations	CY+5Y	AR	
-50	Project and work plans	CY+5Y	D	
-60	Proposals	CY+5Y	AR	
-80	Reports	CY+5Y	A	

ADM0150 – Donor Relations

General retention: CY+7Y, D

Scope: Records relating to the relationship with external donors. Records may include, donor files consisting of correspondence, donor information, donation amounts, copy of tax receipt, copies of cheques or credit card payments.

UCC email: giving@united-church.ca

Rationale / Notes: See Government of Ontario Common Records Series PSR-DON-001, Charitable Organizations, for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+7Y	D	
-30	Donor information	SO+7Y	D	

ADM0160 – Equity and Diversity

General retention: CY+5Y, AR

Scope: Records relating to the development and implementation of equity and diversity initiatives. Records can include meeting minutes, mission and value statements, training, reports, evaluation, and other related documentation.

UCC email: disability@united-church.ca

Rationale / Notes: Review for institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Guidelines, standards	SO+5Y	A	Institutional significance
-35	Initiatives and planning	CY+5Y	D	
-80	Reports	CY+5Y	AR	
-90	Training	SO+3Y	D	

ADM0180 – Internal Communications

General retention: CY+3Y, D

Scope: Records relating to the everyday correspondence within/between units or courts. Records may include memos, meeting minutes, reports, proposals and correspondence. For meeting minutes related to committees please see [GOV1020: COMMITTEES](#). Used for meeting minutes.

UCC email: n/a

Rationale / Notes: Retain as needed for administrative reference, shorter than other schedules because the records are of lower risk.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Agendas	CY+5Y	D	
-20	Correspondence	CY+3Y	D	
-50	Memos	CY+3Y	D	
-60	Proposals	CY+3Y	D	
-80	Reports	CY+5Y	AR	
-85	Staff meetings - minutes	CY+5Y	AR	Review for significant decisions.

-86	Staff meetings – supporting documentation	CY+5Y	D	
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ADM0225 – Projects

General retention: E+3Y, AR (E=completion of project)

Scope: Records relating to isolated projects undertaken by a unit. Records may include terms of reference, minutes, strategic planning, work plans, correspondence, drafts and other project working files. For project budgets, use [FIN0820: BUDGETING AND FINANCIAL PLANNING](#).

UCC email: n/a

Rationale / Notes: Retain only finalized documents. See [BC ARCS 400](#), [405](#) for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-25	Evaluations	E+3Y	AR	Dispose if incorporated into a project report.
-60	Project planning and development	E+3Y	AR	Dispose if incorporated into a project report.
-80	Reports	CY+5Y	A	

ADM0270 – Statistical Analysis

General retention: SO+1Y, D

Scope: Records relating the capture and reporting of statistics of the Church. Records may include performance indicators, results of surveys, reports to external bodies, to Board of Governors, to other units, or reports or studies prepared to for institutional analysis. Does not include reports or statistics received from external bodies. For Yearbook, see [COM0450: PUBLICATIONS](#).

UCC email: statistics@united-church.ca

Rationale / Notes: Retain while relevant, when statistics are incorporated into reports, they are considered obsolete.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Annual statistics	CY+1Y	A	Includes annual statistics from Communities of Faith, pastoral charge statistics.
-80	Reports	CY+5Y	AR	
-85	Studies and surveys	SO+1Y	D	
-90	Tracking	SO+1Y	D	Records relating to administrative tracking and lists, such as contact

				information, committee membership, etc.
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Communications, Publications and Media (COM – 0400-0499)

Secondary	Retention	Disposition	Scope	Rationale / Notes
COM0400 – Advertising and Marketing	CY+5Y	Archival Review	Records relating to the promotion of programs and events of the Church, and any records relating to the design, creation and distribution of the marketing of programs and events produced for a unit. Records may include annual reports, include flyers, brochures, posters, ad-space, photographs and audio-visual material featured in publications or on the web, mail-outs, correspondence, drafts, final copies, planning documents and other related documentation.	Keep enough time for potential reference. Reports saved for institutional memory. Review for historical material, finalized promotional material.
COM0405 – Artwork and Graphic Services	SO+3Y	Archival Review	Records relating to the planning and design of artwork or graphics used by the Church. Records may include, but are not limited to, photographs in both digital and printed form, stock or promotional images, logos, banner designs, or other web design components.	SO because same graphics can be used as long as they are current. 3Y based on comparable schedules, e.g. BC ARCS 306 .
COM0430 – Media Relations and News Releases	CY+7Y	Archival	Records relating to relations between the Church and external media or news agencies in either print or electronic form. Records may include planning documents, media clips, media advisories, briefing material, media contact lists and correspondence. UCC email: askmedia@united-church.ca	7Y in order to allow sufficient reference. Media relations products archival, working documents to be disposed. See Government of Ontario Common Records Series schedules PSR-MED-001 and PSR-MED-002, Media Relations Procedures and Products, for reference.
COM0450 – Publications	CY+8Y	Archival	Records relating to the preparation, production and distribution of print and electronic publications in various formats. Records may relate to planning, design, budget, versions, photographs and recording, distribution logistics (inventory, warehousing).	See Government of Ontario Common Records Series PSR-MKT-002, Multimedia Products, for comparison.

COM0475 – Sales	CY+7Y	Dispose	Records relating to the sale of goods, mainly by United Church Resources & Distribution. Records may include subscriptions, purchase/order forms.	Maintain in line with other financial records, in case records are needed for reporting purposes.
COM0480 – Social Media	CY+3Y	Archival Review	Records relating to the use of social media platforms run by the Church. Such platforms include, but are not limited to Facebook, Twitter, Instagram, and blogs. Records may relate to planning, scheduling, campaigns, guidelines, best practices, policies.	Review for finalized reports and planning documents.
COM0490 – Visual Images	CY+5Y	Archival	Records relating to the creation of visual images or video footage. Records may include audio or visual footage in both analogue and digital format, supporting documentation such as scripts, billing information, story boards, client feedback, cost estimates, work orders and production plans. Used for audiovisual materials, videos, footage.	Historical significance.

COM0400 – Advertising and Marketing

General retention: CY+5Y, AR

Scope: Records relating to the promotion of programs and events of the Church, and any records relating to the design, creation and distribution of the marketing of programs and events produced for a unit. Records may annual reports, include flyers, brochures, posters, ad-space, photographs and audio-visual material featured in publications or on the web, mail-outs, correspondence, drafts, final copies, planning documents and other related documentation.

UCC email: n/a

Rationale / Notes: Keep enough time for potential reference. Reports saved for institutional memory. Review for historical material, finalized promotional material.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Annual reports	CY+5Y	A	
-20	Correspondence	CY+5Y	D	
-60	Program planning	CY+5Y	AR	
-75	Textual, graphic and audiovisual material	CY+5Y	AR	

COM0405 – Artwork and Graphic Services

General retention: SO+3Y, AR

Scope: Records relating to the planning and design of artwork or graphics used by the Church. Records may include, but are not limited to, photographs in both digital and printed form, stock or promotional images, logos, banner designs, or other web design components.

UCC email: n/a

Rationale / Notes: SO because same graphics can be used as long as they are current. 3Y based on comparable schedules, e.g. [BC ARCS 306](#).

No.	Activity / Record type	Retention	Disposition	Notes
-15	Corporate Seal / Crest	P	A	
-35	Logos and design	SO+3Y	AR	
-60	Program planning	CY+3Y	AR	
-75	Templates	SO+3Y	D	

COM0430 – Media Relations and News Releases

General retention: CY+7Y, A

Scope: Records relating to relations between the Church and external media or news agencies in either print or electronic form. Records may include planning documents, media clips, media advisories, briefing material, media contact lists and correspondence.

UCC email: askmedia@united-church.ca

Rationale / Notes: 7Y in order to allow sufficient reference. Media relations products archival, working documents to be disposed. See Government of Ontario Common Records Series schedules PSR-MED-001 and PSR-MED-002, Media Relations Procedures and Products, for reference.

No.	Activity / Record type	Retention	Disposition	Notes
-19	Contact lists	SO+1Y	D	
-20	Correspondence	CY+7Y	D	
-50	Media clips	CY+7Y	A	
-60	Program planning	CY+7Y	AR	

COM0450 – Publications

General retention: CY+8Y, A

Scope: Records relating to the preparation, production and distribution of print and electronic publications in various formats. Records may relate to planning, design, budget, versions, photographs and recording, distribution logistics (inventory, warehousing).

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series PSR-MKT-002, Multimedia Products, for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-25	Distribution	CY+8Y	AR	
-35	Inventory	CY+2Y	D	
-55	Planning	CY+8Y	AR	
-60	Production and development	SO+5Y	D	Includes drafts, editing process.
-99	Yearbook / Publications	CY+8Y	A	

COM0475 – Sales

General retention: CY+7Y, D

Scope: Records relating to the sale of goods, mainly by United Church Resources & Distribution. Records may include subscriptions, purchase/order forms.

UCC email: n/a

Rationale / Notes: Maintain in line with other financial records, in case records are needed for reporting purposes.

No.	Activity / Record type	Retention	Disposition	Notes
-65	Purchase / order forms	CY+7Y	D	
-85	Subscriptions	CY+7Y	D	

COM0480 – Social Media

General retention: CY+3Y, AR

Scope: Records relating to the use of social media platforms run by the Church. Such platforms include, but are not limited to Facebook, Twitter, Instagram, and blogs. Records may relate to planning, scheduling, campaigns, guidelines, best practices, policies.

UCC email: n/a

Rationale / Notes: Review for finalized reports and planning documents.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Guidelines, standards, policies and procedures	SO+5Y	AR	
-60	Campaign planning	CY+3Y	AR	

COM0490 – Visual Images

General retention: CY+5Y, A

Scope: Records relating to the creation of visual images or video footage. Records may include audio or visual footage in both analogue and digital format, supporting documentation such as

scripts, billing information, story boards, client feedback, cost estimates, work orders and production plans. Used for audiovisual materials, videos, footage.

UCC email: n/a

Rationale / Notes: Historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Analogue and digital images	CY+5Y	A	
-25	Cost estimates and billing	CY+7Y	D	In line with other financial records.
-60	Production plans	CY+5Y	A	
-85	Scripts and storyboards	CY+5Y	A	
-95	Work orders	CY+5Y	D	

Communities of Faith (COF – 0500-599)

For greater details on records created as a community of faith, see Sample Records Schedule for Congregations. For regional council oversight of communities of faith, including vital statistics, finalized profiles and reports, use [GOVERNANCE: OVERSIGHT AND REVIEW](#). For employment records, use [HR](#).

Secondary	Retention	Disposition	Scope	Rationale / Notes
COF0500 – Community of Faith Profile	SO+3Y	Dispose	Records relating to the submission of a community of faith profile. Records include drafts, correspondence, and other supporting documentation. Finalized profiles submitted to regional council, see GOV1120: OVERSIGHT AND REVIEW .	See Guidelines for a Community of Faith Profile: https://united-church.ca/sites/default/files/pastoral-relations-guidelines-community-of-faith-profile.pdf .
COF0525 – Historical	P		Records and artifacts of historical significance which are not captured in the daily functions of the Church. Records may include artifacts, newsclippings, photographs.	Consult your archivist for guidance on storing artifacts.
COF0580 – Self-Assessment Reports	CY+5Y	Dispose	Records relating to the development and submission of community of faith self-assessment reports. Records may include correspondence, drafts and supporting documentation. Finalized reports submitted to regional council, see GOV1120: OVERSIGHT AND REVIEW .	See The Manual section B.2.1.1(b).
COF0595 – Worship	CY+5Y	Archival Review	Records relating to the provision of worship resources and services. Records may include weekly bulletins, planning documents, attendance lists. UCC email: worship@united-church.ca	Review for historical significance.

COF0500 – Community of Faith Profile

General retention: SO+3Y, D

Scope: Records relating to the submission of a community of faith profile. Records include drafts, correspondence, and other supporting documentation. Finalized profiles submitted to regional council, see [GOV1120: OVERSIGHT AND REVIEW](#).

UCC email: n/a

Rationale / Notes: See Guidelines for a Community of Faith Profile: <https://united-church.ca/sites/default/files/pastoral-relations-guidelines-community-of-faith-profile.pdf>.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Living Faith Story	SO+3Y	D	SO=incorporated into profile.
-85	Supporting documentation	CY+3Y	D	

COF0525 – Historical

General retention: P

Scope: Records and artifacts of historical significance which are not captured in the daily functions of the Church. Records may include artifacts, newsclippings, photographs.

UCC email: n/a

Rationale / Notes: Institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Artifacts / Newsclippings / Photographs	P		Consult your archivist re. artifacts and transfers.

COF0580 – Self-assessment Reports

General retention: CY+7Y, A

Scope: Records relating to the development and submission of community of faith self-assessment reports. Records may include correspondence, drafts and supporting documentation. Finalized reports submitted to regional council, see [GOV1120: OVERSIGHT AND REVIEW](#).

UCC email: n/a

Rationale / Notes: See *The Manual* section B.2.1.1(b).

No.	Activity / Record type	Retention	Disposition	Notes
-30	Development	CY+5Y	D	Working files for finalized archival report.

COF0595 – Worship

General retention: CY+5Y, AR

Scope: Records relating to the provision of worship resources and services. Records may include weekly bulletins, planning documents, attendance lists.

UCC email: worship@united-church.ca

Rationale / Notes: Review for historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Planning	CY+5Y	D	
-85	Service bulletins / leaflets	CY+5Y	AR	Review for historical significance. Consult archivist for copies required.

Equipment and Supplies (EQS – 0700-0799)

Secondary	Retention	Disposition	Scope	Rationale / Notes
EQS0700 – Equipment and Supplies	CY+5Y	Dispose	Records relating to the acquisition, maintenance, and repair of equipment and supplies including office supplies. For furniture, use FIN0805: ASSET MANAGEMENT . For contracts, use LGL1725: CONTRACTS AND AGREEMENTS .	
EQS0750 – Hardware and Software	CY+5Y	Dispose	Records relating to the purchase, installation, maintenance and repairs of hardware and software computing equipment and supplies including all desktops, laptops and their peripherals. Records may include purchases orders, specifications, contracts and agreements, Request for quotes (RFQ), Requests for Proposal (RFP), Request for Information (RFI), operation manuals, maintenance and repair log books, warranties, maintenance contracts and service agreements, licenses and other related documentation. For contracts, use LGL1725: CONTRACTS AND AGREEMENTS .	See BC ARCS 700 and Government of Ontario Common Records Series EQS for comparison.

EQS0700 – Equipment and Supplies

General retention: CY+5Y, D

Scope: Records relating to the acquisition, maintenance, and repair of equipment and supplies including office supplies. For furniture, use [FIN0805: ASSET MANAGEMENT](#). For contracts, use [LGL1725: CONTRACTS AND AGREEMENTS](#).

UCC email: n/a

Rationale / Notes: n/a

No.	Activity / Record type	Retention	Disposition	Notes
-30	Inventory	CY+5Y	D	
-50	Maintenance and repairs	CY+5Y	D	
-70	Purchases	CY+7Y	D	In case of tax implications.

EQS0750 – Hardware and Software

General retention: CY+5Y, D

Scope: Records relating to the purchase, installation, maintenance and repairs of hardware and software computing equipment and supplies including all desktops, laptops and their peripherals. Records may include purchases orders, specifications, contracts and agreements, Request for quotes (RFQ), Requests for Proposal (RFP), Request for Information (RFI), operation manuals, maintenance and repair log books, warranties, maintenance contracts and service agreements, licenses and other related documentation. For contracts, use [LGL1725: CONTRACTS AND AGREEMENTS](#).

UCC email: n/a

Rationale / Notes: See [BC ARCS 700](#) and Government of Ontario Common Records Series EQS for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Inventory	CY+5Y	D	
-45	Licenses	CY+5Y	D	
-46	Logs	CY+2Y	D	
-50	Maintenance and repairs	CY+5Y	D	
-51	Manuals	SO+2Y	D	
-70	Purchases	CY+7Y	D	In case of tax implications.
-85	RFQ	CY+5Y	D	

Finance (FIN0800 – 0999)

Rationale generally applied to series: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

Secondary	Retention	Disposition	Scope	Rationale / Notes
FIN0800 – Accounting	FY+7Y	Dispose	Records relating to the management of accounting systems. Records may include accounting charts, journals (general, purchases, receipts, disbursements), purchase orders, invoices, charge accounts, cheques, Canadian and foreign drafts, reimbursements of travel and moving expenses and request for advances, credit card payment forms, receipts, collection records and other related documentation. Used for accounts payable, accounts receivable, credit card processing, general ledgers, journal entries. UCC email: assessments@united-church.ca	
FIN0805 – Asset Management	E+7Y	Archival	Records relating to the management of assets of the Church including furniture, buildings and permanent fixtures. Records may include copies of legal documents related to the purchase, transfer and sale of assets, lease or rental agreements, policy and procedures, plans and specifications, maintenance records documenting service and repairs, minor renovations, asset inventories, and material relating to the planning and development of future capital assets.	E=disposal of asset
FIN0810 – Audit	CY+7Y	Dispose	Records relating to the internal and external audit of the Church's records. Records may include copies of material provided by the auditors, audit reports, background material, and related documentation. For final reports, use FIN0850: FINANCIAL REPORTING .	
FIN0815 – Banking and Cash Management	CY+7Y	Dispose	Records relating the management of the Church's banking. Records may include statements, transfers, reconciliations, deposit journals, cashed cheques, cash flow reports, service contracts, credit card activities and petty cash administration.	

FIN0820 – Budgeting and Financial Planning	CY+10Y	Dispose	Records relating to the planning, control and follow-up of the annual Church and unit budget and its components (operating funds, investment funds, special funds, trust funds, etc.) Records may include budget frameworks and rules, budget estimates and submissions, approved budgets and revisions, bridging summaries, monthly budget summaries, related documentation. For final reports, use FIN0850: FINANCIAL REPORTING .	See Government of Ontario Common Records Series FIN-BUD-001, Forecasting and Financial Planning.
FIN0825 – Charity Registration	CY+7Y	Dispose	Records relating to the Church's charitable status, correspondence with the Canadian Revenue Agency and related documentation. Used for T3010 Registered Charity Information Return forms.	See Blumbergs presentation "Maintaining Compliance for your Registered Charity" for more information.
FIN0830 – Donations	CY+7Y	Dispose	Records relating to financial records from external donors. Records may include receipts, cheques, information for Pre-Authorized Remittance (PAR), supragifts. UCC email: giving@united-church.ca	See UCC Financial Handbook, pg. 105, for more information.
FIN0850 – Financial Reporting	CY+7Y	Archival	Records relating to monthly, quarterly, annual or biennial reporting on finance and budget demonstrating fiscal accountability. Records may include auditor reports, annual approved budget books, year-end reports, and annuities. For budget development, use FIN0820: BUDGETING AND FINANCIAL PLANNING .	
FIN0855 – Financial Statements	CY+7Y	Archival	Records relating to final copies of the monthly, quarterly, annual or biennial financial statements and budget reconciliations.	See Ontario Not-for-profit Corporations Act, s. 83-84.
FIN0860 – UCC Foundation Management	CY+7Y	Archival	Records relating to management of the United Church of Canada Foundation. Records may relate to grants, gifts, bequests, endowments, administration of investments. For grants/loans of other units or programs, use FIN0870: GRANTS AND LOANS .	
FIN0870 – Grants and Loans	CY+7Y	Dispose	Records relating to grant funding dispersed by any unit of the Church, and the administration of loans. Records may include grant/loan applications, project status and updates, final reports, correspondence, project planning file and budget, award letter. For grants/loans	

			through the UCC Foundation, use FIN0860: UCC FOUNDATION MANAGEMENT .	
FIN0880 – Investments	E+7Y	Archival Review	Records relating to management of investments. Records may include interest calculations, investment portfolio reports, and investment registers.	E=Disposal of Asset. Review for significant reports, case files, potential legal hold.
FIN0900 – Payroll	CY+7Y	Dispose	Records relating to payment of employees. Records may include deposits, remittances, tax forms including TD1, T4, T4A, T5, ROE, reconciliations and pay period documentation. UCC email: nationalpayroll@united-church.ca ; pastoralchargepayroll@united-church.ca	See Government of Ontario Common Records Series FIN-SAL-001, Salaries.
FIN0905 – Pensions	E+75Y	Dispose	Records relating to the payment of pensions to retired employees. Records may include proof of payment or documentation of termination or transfer, biographical information, completed forms. For administration of the Pension Fund, use GOV1100: PENSION BOARD . UCC email: pension@united-church.ca	E=Termination. This retention period applies to official records held with the Office of Vocation. For localized records, retention is 2Y after termination. Kept for length of time deemed necessary for lifetime of former employee under plan. See Pension Plan Benefits Act, esp. sections 20-30.
FIN0910 – Procurement	CY+7Y	Dispose	Records relating to the acquisition of goods and services including bid and competitive selection processes. Records may include specifications, request for proposals (RFP), requests for tender (RFT), or requests for quotes (RFQ), vendor proposal and bids, records of all bids (successful and unsuccessful), unit requisition forms, purchase orders and contracts, related documentation and correspondence.	
FIN0950 – Taxation	CY+7Y	Dispose	Records relating to taxes levied by various bodies. Records may include tax statements, declarations or recoveries of sales tax and GST payments, excise tax remittances and records dealing with issue of charitable receipts.	See Income Tax Act 230(4).
FIN0950 – Travel	CY+7Y	Dispose	Records relating to employee travel. Records may include receipts and/or tickets for	

			accommodation, method of travel, meals, registration, travel forms/proposals, and travel approval.	
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FIN0800 – Accounting

General retention: FY+7Y, D

Scope: Records relating to the management of accounting systems. Records may include accounting charts, journals (general, purchases, receipts, disbursements), purchase orders, invoices, charge accounts, cheques, Canadian and foreign drafts, reimbursements of travel and moving expenses and request for advances, credit card payment forms, receipts, collection records and other related documentation. Used for accounts payable, accounts receivable, credit card processing, general ledgers, journal entries.

UCC email: assessments@united-church.ca

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of *Income Tax Regulations*. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-25	Credit card processing	FY+7Y	D	
-35	General ledgers	FY+7Y	AR	See CRA Information Circular 10r4 and 10r5, as well as UCC Financial Handbook (pg. 106) for more information. Review for information re. ethnic minorities or other marginalized communities.
-40	Journal entries	FY+7Y	D	
-55	Payables	FY+7Y	D	
-65	Receivables	FY+7Y	D	

FIN0805 – Asset Management

General retention: E+7Y, A (E=disposal of asset)

Scope: Records relating to the management of assets of the Church including furniture, buildings and permanent fixtures. Records may include copies of legal documents related to the purchase, transfer and sale of assets, lease or rental agreements, policy and procedures, plans and specifications, maintenance records documenting service and repairs, minor renovations, asset inventories, and material relating to the planning and development of future capital assets.

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-30	Inventories	CY+2Y	A	
-45	Lease and rental agreements	E+7Y	A	
-60	Purchase	E+7Y	A	
-85	Sales	E+7Y	A	
-86	Service and repairs	CY+7Y	A	
-90	Transfers	E+7Y	A	

FIN0810 – Audit

General retention: E+7Y, A (E=disposal of asset)

Scope: Records relating to the internal and external audit of the Church's records. Records may include copies of material provided by the auditors, audit reports, background material, and related documentation. For final reports, use [FIN0850: FINANCIAL REPORTING](#).

UCC email: n/a

Rationale / Notes: See *Auditor General Act* (s. 2 and 6), Ontario *Not-for-profit Corporations Act* s. 77-79.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Auditor material	CY+7Y	D	
-15	Background material and supporting documentation	CY+7Y	D	

FIN0815 – Banking and Cash Management

General retention: CY+7Y, D

Scope: Records relating the management of the Church's banking. Records may include statements, transfers, reconciliations, deposit journals, cashed cheques, cash flow reports, service contracts, credit card activities and petty cash administration.

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-25	Deposits	CY+7Y	D	
-55	Petty cash administration	CY+7Y	D	

-75	Reconciliations	CY+7Y	D	
-85	Statements	CY+7Y	D	

FIN0820 – Budgeting and Financial Planning

General retention: CY+10Y, D

Scope: Records relating to the planning, control and follow-up of the annual Church and unit budget and its components (operating funds, investment funds, special funds, trust funds, etc.) Records may include budget frameworks and rules, budget estimates and submissions, approved budgets and revisions, bridging summaries, monthly budget summaries, related documentation. For final reports, use [FIN0850: FINANCIAL REPORTING](#).

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series schedule FIN-BUD-001, Forecasting and Financial Planning.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-30	Estimates and submissions	CY+10Y	D	
-35	Frameworks, rules, guidelines	SO+5Y	D	
-50	Monthly summaries	CY+10Y	D	

FIN0825 – Charity Registration

General retention: CY+7Y, D

Scope: Records relating to the Church's charitable status, correspondence with the Canadian Revenue Agency and related documentation. Used for T3010 Registered Charity Information Return forms.

UCC email: n/a

Rationale / Notes: See Blumbergs presentation "Maintaining Compliance for your Registered Charity" for more information.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+7Y	D	
-85	Registration	SO+7Y	D	
-99	T3010	CY+7Y	D	

FIN0830 – Donations

General retention: CY+7Y, D

Scope: Records relating to financial records from external donors. Records may include receipts, cheques, information for Pre-Authorized Remittance (PAR), supragifts.

UCC email: giving@united-church.ca

Rationale / Notes: See UCC Financial Handbook, pg. 105, for more information.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-25	Credit card payments	CY+7Y	D	
-26	Cheques	CY+7Y	D	
-55	PAR	EV+7Y	D	EV=account inactive See PAR Info for Communities of Faith for more information. Letter or cheque to set up account.
-70	Supragifts	CY+7Y	A	
-90	Tax receipts	CY+7Y	D	

FIN0850 – Financial Reporting

General retention: CY+7Y, A

Scope: Records relating to monthly, quarterly, annual or biennial reporting on finance and budget demonstrating fiscal accountability. Records may include auditor reports, annual approved budget books, year-end reports. For budget development, use [FIN0820: BUDGETING AND FINANCIAL PLANNING](#).

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Approved budget books	CY+7Y	A	Finalized budgets included in Annual Reports are sufficient.
-15	Audit reports	CY+7Y	A	Reports included in Annual Reports are sufficient.

-80	Year-end reports	CY+7Y	A	Reports included in Annual Reports are sufficient.
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FIN0855 – Financial Statements

General retention: CY+7Y, A

Scope: Records relating to final copies of the monthly, quarterly, annual or biennial financial statements and budget reconciliations.

UCC email: n/a

Rationale / Notes: See Ontario *Not-for-profit Corporations Act*, s. 83-84.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Annual statements	CY+7Y	A	Statements included in Annual Reports are sufficient.
-50	Monthly statements	CY+7Y	D	

FIN0860 – UCC Foundation Management

General retention: CY+7Y, A

Scope: Records relating to management of the United Church of Canada Foundation. Records may relate to grants, gifts, bequests, endowments, administration of investments, and annuities. For grants/loans of other units or programs, use [FIN0870: GRANTS AND LOANS](#).

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-35	Investments	CY+7Y	A	
-40	Gifts and endowments, annuities	CY+7Y	A	See Gifts That Last Lifetimes for more information.
-45	Grants	CY+7Y	A	

FIN0870 – Grants and Loans

General retention: CY+7Y, D

Scope: Records relating to grant funding dispersed by any unit of the Church, and the administration of loans. Records may include grant/loan applications, project status and

updates, final reports, correspondence, project planning file and budget, award letter. For grants/loans through the UCC Foundation, use [FIN0860: UCC FOUNDATION MANAGEMENT](#).

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Applications	CY+7Y	D	
-13	Award letters	CY+7Y	AR	
-20	Correspondence	CY+7Y	D	
-60	Planning	CY+7Y	D	
-80	Reports	CY+7Y	A	

FIN0880 – Investments

General retention: E+7Y, AR (E=disposal of asset)

Scope: Records relating to management of investments. Records may include interest calculations, investment portfolio reports, and investment registers.

UCC email: n/a

Rationale / Notes: Review for significant reports, case files, potential legal hold.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-18	Calculations	CY+7Y	D	
-20	Correspondence	CY+7Y	AR	Review for significant decisions.
-75	Registers	CY+7Y	D	
-80	Reports	CY+7Y	AR	
-99	Case files	E+7Y	AR	

FIN0900 – Payroll

General retention: CY+7Y, D

Scope: Records relating to payment of employees. Records may include deposits, remittances, tax forms including TD1, T4, T4A, T5, ROE, reconciliations and pay period documentation.

UCC email: nationalpayroll@united-church.ca ; pastoralchargepayroll@united-church.ca

Rationale / Notes: See Government of Ontario Common Records Series FIN-SAL-001, Salaries.

See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-25	Deposits	CY+7Y	D	
-65	Pay period	CY+7Y	D	
-75	Reconciliations	CY+7Y	D	
-90	Tax forms	CY+7Y	D	

FIN0905 – Pensions

General retention: E+75Y, D (E=termination)

Scope: Records relating to the payment of pensions to retired employees. Records may include proof of payment or documentation of termination or transfer, biographical information, completed forms. For administration of the The Pension Fund, use [GOV1100: PENSION BOARD](#).

UCC email: pension@united-church.ca

Rationale / Notes: This retention period applies to official records held with the Office of Vocation. For localized records, retention is 2Y after termination. Kept for length of time deemed necessary for lifetime of former employee under plan. See *Pension Plan Benefits Act*, esp. sections 20-30.

No.	Activity / Record type	Retention	Disposition	Notes
-65	Payments	E+7Y	D	
-90	Termination or transfer	E+75Y	D	
-99	Case files	E+75Y	D	

FIN0910 – Procurement

General retention: CY+7Y, D

Scope: Records relating to the acquisition of goods and services including bid and competitive selection processes. Records may include specifications, request for proposals (RFP), requests for tender (RFT), or requests for quotes (RFQ), vendor proposal and bids, records of all bids (successful and unsuccessful), unit requisition forms, purchase orders and contracts, related documentation and correspondence.

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of Income Tax Regulations. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Bids	CY+7Y	D	
-19	Contracts	CY+7Y	D	
-20	Correspondence	CY+7Y	AR	Review for significant decisions.
-60	Purchase orders	CY+7Y	D	
-75	RFP	CY+7Y	D	

-76	RFQ	CY+7Y	D	
-77	RFT	CY+7Y	D	
-79	Requisition forms	CY+7Y	D	

FIN0950 – Taxation

General retention: CY+7Y, D

Scope: Records relating to taxes levied by various bodies. Records may include tax statements, declarations or recoveries of sales tax and GST payments, excise tax remittances and records dealing with issue of charitable receipts.

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4).

No.	Activity / Record type	Retention	Disposition	Notes
-30	GST	CY+7Y	D	
-80	Statements	CY+7Y	D	
-90	Tax receipts	CY+7Y	D	

FIN0955 – Travel

General retention: CY+7Y, D

Scope: Records relating to employee travel. Records may include receipts and/or tickets for accommodation, method of travel, meals, registration, travel forms/proposals, and travel approval.

UCC email: n/a

Rationale / Notes: See Canada *Income Tax Act* 230(4)(b), and section 5800 of *Income Tax Regulations*. See also Canada *Not for Profit Corporations Act*, Ontario *Not-for-profit Corporations Act* (esp. section 92(3)).

No.	Activity / Record type	Retention	Disposition	Notes
-25	Forms	CY+7Y	D	
-60	Planning and registration	CY+7Y	D	
-75	Receipts	CY+7Y	D	

Governance (GOV – 1000-1199)

Secondary	Retention	Disposition	Scope	Rationale / Notes
GOV1000 – Bylaws / Corporate Documents	P		Records relating to the development or implementation of the bylaws or other corporate documentation for the legal entity that is The United Church of Canada, and church law. For corporate documentation of incorporated ministries, use GOV1060: INCORPORATED MINISTRIES .	Institutional and historical significance.
GOV1010 – Board of Vocation	CY+5Y	Archival	Records relating to the operation of the Board of Vocation. Includes judicial appeals and rolls from regional councils, meeting minutes, disputes related to ministry personnel. UCC email: ministry@united-church.ca	See The Manual sections C., E., J.10.
GOV1020 – Committees	CY+5Y	Archival	Records relating to the work of and administration of committees. Records may include workbooks, minutes, agendas, reports, recommendations, terms of reference, policies, final documents. Used for: Networks, Advisory Groups, Working Groups, Task Groups, Task Forces, Commissions, Pastoral Relations Council. UCC email: ministryandemployment@united-church.ca ; 100committee@united-church.ca	Records of institutional significance. See Government of Ontario Common Records Series STR-CMM-001 and STR-MTG-001, Executive and Senior Management Committees and Non-Committee Meetings, for comparison.
GOV1030 – Duty of Care	SO+5Y	Archival	Records relating to Duty of Care at the United Church, the provision of resources and guidelines to ministries to ensure they are creating and participating in a safe and responsible environment. Records include camp accreditation reports. For camp statistics, use ADM0270: STATISTICAL ANALYSIS . UCC email: dutyofcare@united-church.ca	Records of institutional significance.
GOV1040 – Executive: Regional or General Council	CY+5Y	Archival	Records relating to the work of the Executive at the Regional or General Council level. Records may include minutes, correspondence, policies and procedures, reports, associate member agreements, emergency and insurance planning. UCC email: gce@united-church.ca ; nominate@united-church.ca	See The Manual section C.3 (regional), D.5 (general)

<u>GOV1050 – General Council / Regional Council</u>	CY+7Y	Archival	Records relating to General Council: workbooks, records of proceedings, memberships, nominations, recommendations, directives, records re: commissions, hearings, planning. Includes records relating to remits. Used for: regional council governance; Candidacy Board. Email accounts of Moderator and General Secretary in scope. UCC email: nominate@united-church.ca ; info@generalcouncil44.ca ; complaintresponse@united-church.ca	Records of institutional significance. See Not-for-profit Corporations Act, Part 11, s. 172-175; Part 17, s. 21, 26. See also Ontario Non-for-profit Corporations Act, esp. s. 92-93, 100, 194, 203.
<u>GOV1060 – Incorporated Ministries</u>	CY+5Y	Archival	Records relating to the oversight of incorporated ministries. Records includes legal documentation such as letters patent, bylaws, deeds, leases, insurance statements, correspondence and property records. UCC email: UCCIM@united-church.ca	Records of institutional significance transferred to relevant archives.
<u>GOV1080 – National Indigenous Organization</u>	CY+5Y	Archival	Records relating to the work and administration of the National Indigenous Organization. Records may include workbooks, decision making documents, records of proceedings, planning.	Records of institutional significance.
<u>GOV1100 – Pension Board</u>	CY+7Y	Archival	Records relating to administering The Pension Plan of the United Church of Canada. Records may relate to program planning and project work, including reports, valuations, premium statements, plan documents, records of decisions, minutes, governance chart, definitions, policies, forms. For an individual's pension information, use FIN0905: PENSIONS .	Records of institutional significance. Retention parallels financial pension records.
<u>GOV1110 – Proposals</u>	CY+5Y	Archival	Records relating to formal requests for action and decisions. Records may include requests, correspondence, minutes, decisions and other related documentation.	See The Manual section F.1, pg. 106-107.
<u>GOV1120 – Oversight and Review</u>	CY+7Y	Archival	Records relating to oversight activities of General and regional council. Records may include reports, correspondence, membership and historical records, visits, and official documentation of governance events.	See The Manual sections G., B.2.1.1(b).
<u>GOV1140 – Regional</u>	CY+7Y	Archival	Records relating to annual regional general meetings. Records may include annual reports, minutes, resources, attendance lists.	

General Meetings			For other administrative planning material, use HUR1260: EVENT MANAGEMENT . Use for community of faith annual meetings.
GOV1160 – Strategic Planning	SO+5Y	Dispose	Records relating to long-term strategic planning for the Church. Records may include minutes, working files and related documentation. For finalized Strategic Plan publications, use COM0450: PUBLICATIONS . UCC email: planning@united-church.ca

GOV1000 – Bylaws / Corporate Documents

General retention: P

Scope: Records relating to the development or implementation of the bylaws or other corporate documentation for the legal entity that is The United Church of Canada, and church law. For corporate documentation of incorporated ministries, use [GOV1060: INCORPORATED MINISTRIES](#).

UCC email: n/a

Rationale / Notes: Institutional and historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-00	By-laws / Corporate documents	P		
-25	Development	P		

GOV1010 – Board of Vocation

General retention: CY+5Y, A

Scope: Records relating to the operation of the Board of Vocation. Includes judicial appeals and rolls from regional councils, meeting minutes, disputes related to ministry personnel.

UCC email: ministry@united-church.ca

Rationale / Notes: See *The Manual* sections C., E., J.10.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-10	Appeals	CY+5Y	A	
-18	Contact lists	SO+3Y	D	
-20	Correspondence	CY+5Y	AR	Review for records of decisions.
-50	Minutes	CY+5Y	A	

GOV1020 – Committees

General retention: CY+5Y, A

Scope: Records relating to the work of and administration of committees. Records may include workbooks, minutes, agendas, reports, recommendations, terms of reference, policies, final documents. USED FOR: Networks, Advisory Groups, Working Groups, Task Groups, Task Forces, Commissions, Pastoral Relations Council.

UCC email: ministryanddevelopment@united-church.ca ; 100committee@united-church.ca

Rationale / Notes: Records of institutional significance.

See Government of Ontario Common Records Series STR-CMM-001 and STR-MTG-001, Executive and Senior Management Committees and Non-Committee Meetings, for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-00	ToR, policies and procedures	CY+5Y	A	
-10	Agendas	CY+5Y	D	
-18	Contact lists	SO+3Y	D	
-50	Minutes	CY+5Y	A	Approved minutes.

GOV1030 – Duty of Care

General retention: SO+5Y, A

Scope: Records relating to Duty of Care at the United Church, the provision of resources and guidelines to ministries to ensure they are creating and participating in a safe and responsible environment. Records include camp accreditation reports. For camp statistics, use [ADM0270: STATISTICAL ANALYSIS](#).

UCC email: dutyofcare@united-church.ca

Rationale / Notes: Records of institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Guidelines, standards	SO+5Y	A	
-75	Resources	SO+5Y	D	
-80	Reports	CY+5Y	A	

GOV1040 – Executive: Regional or General Council

General retention: CY+5Y, A

Scope: Records relating to the work of the Executive at the Regional or General Council level. Records may include minutes, correspondence, policies and procedures, reports, associate member agreements, emergency and insurance planning.

UCC email: gce@united-church.ca ; nominated@united-church.ca

Rationale / Notes: See *The Manual* section C.3 (regional), D.5 (general).

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-20	Correspondence	CY+5Y	AR	Review for significant decisions.
-30	Executive Minister capstone email	CY+5Y	A	See UCC Capstone Email Policy.
-50	Minutes	CY+5Y	A	
-80	Reports	CY+5Y	A	

GOV1050 – General Council / Regional Council

General retention: CY+7Y, A

Scope: Records relating to General Council: workbooks, records of proceedings, memberships, nominations, recommendations, directives, records re: commissions, hearings, planning. Includes records relating to remits. Used for: regional council governance; Candidacy Board. Email accounts of Moderator and General Secretary in scope.

UCC email: nominate@united-church.ca ; info@generalcouncil44.ca ; complaintresponse@united-church.ca ; remits@united-church.ca

Rationale / Notes: Records of institutional significance.

See *Not-for-profit Corporations Act*, Part 11, s. 172-175; Part 17, s. 21, 26.

See also Ontario *Not-for-profit Corporations Act*, esp. s. 92-93, 100, 194, 203.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+7Y	AR	Review for records of decisions.
-25	Directives	CY+7Y	A	
-35	Hearings	CY+7Y	A	
-45	Membership	SO+3Y	A	
-55	Nominations	CY+7Y	A	
-60	Planning	CY+7Y	A	
-63	Proceedings	CY+7Y	A	
-75	Remits	CY+7Y	A	See <i>The Manual</i> section F.2.
-80	Reports	CY+7Y	A	
-95	Workbooks	CY+7Y	A	

GOV1060 – Incorporated Ministries

General retention: CY+5Y, A

Scope: Records relating to the oversight of incorporated ministries. Records includes legal documentation such as letters patent, bylaws, deeds, leases, insurance statements, correspondence and property records.

UCC email: UCCIM@united-church.ca

Rationale / Notes: Records of institutional significance transferred to archives.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies, procedures, guidelines	SO+5Y	A	
-10	Accreditation	CY+5Y	A	
-40	Legal documentation	CY+5Y	A	
-75	Reviewing	CY+5Y	D	
-90	Tracking	SO+5Y	D	
-80	Reports	CY+5Y	A	

GOV1080 – National Indigenous Organization

General retention: CY+5Y, A

Scope: Records relating to the work and administration of the National Indigenous Organization. Records may include workbooks, decision making documents, records of proceedings, planning.

UCC email: n/a

Rationale / Notes: Records of institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Annual reports	CY+5Y	A	
-20	Correspondence	CY+5Y	AR	Review for records of decisions.
-25	Decisions and minutes	CY+5Y	A	
-60	Planning	CY+5Y	A	
-65	Proceedings	CY+5Y	A	

GOV1100 – Pension Board

General retention: CY+7Y, A

Scope: Records relating to administering The Pension Plan of the United Church of Canada. Records may relate to program planning and project work, including reports, valuations, premium statements, plan documents, records of decisions, minutes, governance chart, definitions, policies, forms. For an individual's pension information, use [FIN0905: PENSIONS](#).

UCC email: n/a

Rationale / Notes: Records of institutional significance. Retention parallels financial pension records.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	A	
-25	Decisions and minutes	CY+7Y	A	
-60	Program planning	CY+7Y	A	
-80	Reports	CY+7Y	A	
-85	Statements	CY+7Y	A	
-95	Valuations	CY+7Y	A	

GOV1110 – Proposals

General retention: CY+5Y, A

Scope: Records relating to formal requests for action and decisions. Records may include requests, correspondence, minutes, decisions and other related documentation.

UCC email: n/a

Rationale / Notes: See *The Manual* section F.1, pg. 106-107.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Case files	CY+5Y	AR	Review for information which is not included in requests or final decisions.
-25	Decisions	CY+5Y	A	
-75	Requests	CY+5Y	A	

GOV1120 – Oversight and Review

General retention: CY+7Y, A

Scope: Records relating to oversight activities of General and regional council. Records may include reports, correspondence, membership and historical records, visits, and official documentation of governance events.

UCC email: n/a

Rationale / Notes: See *The Manual* sections G., B.2.1.1(b).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Annual reports	CY+7Y	A	
-11	Amalgamations	CY+7Y	A	
-15	CoF Profile	SO+3Y	A	
-20	Correspondence / Liaison	CY+7Y	AR	Review for records of decisions.
-25	Disbanding	CY+7Y	A	
-80	Self-assessment Reports	CY+7Y	A	
-82	Shared Ministry Agreements	SO+7Y	A	
-95	Visits	CY+7Y	AR	

-96	Vital records, membership	CY+7Y	A	Includes rolls, registers.
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GOV1140 – Regional General Meetings

General retention: CY+7Y, A

Scope: Records relating to annual regional general meetings. Records may include annual reports, minutes, resources, attendance lists. For other administrative planning material, use [HUR1260: EVENT MANAGEMENT](#). Use for community of faith annual meetings.

UCC email: n/a

Rationale / Notes: Records of institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Agendas	CY+7Y	D	
-35	Lists	CY+3Y	D	
-50	Minutes	CY+7Y	A	
-80	Reports	CY+7Y	A	
-81	Resources	CY+7Y	AR	Review for information not included in annual reports or minutes.

GOV1160 – Strategic Planning

General retention: SO+5Y, D

Scope: Records relating to long-term strategic planning for the Church. Records may include minutes, working files and related documentation. For finalized Strategic Plan publications, use [COM0450: PUBLICATIONS](#).

UCC email: planning@united-church.ca

Rationale / Notes: Records of institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Planning and development	SO+5Y	D	Drafts, working files, reference material can be destroyed.

Human Relations / Pastoral Relations (HUR – 1200-1399)

Secondary	Retention	Disposition	Scope	Rationale / Notes
HUR1200 – Awards and Scholarships	CY+7Y	Archival Review	Records relating to the administration of awards and scholarships, applications, letters of award, supporting documentation. Used for: Bursary.	Retained for period related to financial records (scholarships). Review for awards of historical significance.
HUR1210 – Benefits	E+7Y	Dispose	Records relating to administration of Insured Benefits plan (i.e. health, dental, life, retirement, death) of current, retired, deferred employees and their beneficiaries. May also include brochures, rates, explanatory documents. UCC email: benefits@united-church.ca	E=termination of benefits See Employment Insurance Act, s. 87.
HUR1220 – Compensation and Salaries	CY+7Y	Dispose	Records relating to the administration of employee salaries and compensation. Includes salary negotiation, ranges and pay scales, schedule, surveys.	Retention period parallels other financial records. See Employment Standards Act, Part V, VI.
HUR1230 – Dispute Resolution / Discipline and Misconduct	CY+5Y	Archival	Records relating to dispute resolution at the United Church, as well as disciplinary actions. Records include complaints, correspondence, agreements and reports. For Discontinued Service lists, use HUR1300: MINISTRY PERSONNEL .	See the UCC Dispute Resolution Policy for details on procedure, forms, and best practices.
HUR1250 – Employees [non-ministry]	E+7Y	Dispose	Records relating to lay employees of the General Council and regional council. This is not a Ministry Personnel file. Records may include; resume, application, internal applications, key tasks, completed forms, records of action, certificates, occupational training compliance and certification documentation. For Ministry Personnel use HUR1300: MINISTRY PERSONNEL .	E=Termination See Employment Standards Act, limitations periods in Canada Labour Code, Canada Pension Plan.

			UCC email: officeofvocation@united-church.ca ; disability@united-church.ca	
HUR1255 – Employment Management	SO+5Y	Dispose	Records resulting from operationalizing UCC policies related to employees. Professional Development/Continuing Education/Training, Program Development for employees. For records of individual employees, use HUR1250: EMPLOYEES .	Retention begins after superseded, 5Y set for sufficient reference period.
HUR1260 – Event Management	E+8Y	Archival Review	Records relating to organizing, arranging and managing an official or formal event, celebration, social occasion, or ceremony for the Church. Records may include plans, schedules, supporting material, registration and bookings, presentations, reports. Used for ceremonies and conferences. For budgets, use FIN0820: BUDGETING AND FINANCIAL PLANNING .	E=completion of event Review for events which document significant decisions. See Government of Ontario Common Records Series PSR-EVT-001, Planning and Coordination, and BC ARCS 220 for comparison.
HUR1300 – Ministry Personnel	E+7Y	Archival Review	Records for ministry and lay personnel. Records include personal information, resume, applications, proof of standing, records of appointment, disciplinary records, sick leave documentation, governance appointments, requests, police records check, training details, and other related documentation. UCC email: officeofvocation@united-church.ca ; ministry@united-church.ca ; candidacypathway@united-church.ca	See UCC Policy on Personnel Records for more details on what to retain permanently. See The Manual section H for information on entrance into ministry, including ordinations/inductions, nominations, Mutual Recognition Agreements.
HUR1320 – Organizational Design and Job Descriptions	SO+7Y	Archival Review	Records relating the development of job criteria and the organization of units of the General Council Office. Records may include job descriptions, organizational charts, reporting relationships, human resources planning.	Review for institutional significance. Can destroy job descriptions after superseded.

<u>HUR1325 – Pension Administration</u>	CY+7Y	Archival Review	<p>Records relating to the administration of the United Church of Canada Pension Plan. Records may include policies and procedures, correspondence, employee information and tracking. For records related to payment of pension, see <u>FIN0905: PENSIONS</u>. For Pension Board, see <u>GOV1100: PENSION BOARD</u>.</p> <p>UCC email: <u>pension@united-church.ca</u></p>	
<u>HUR1340 – Recruitment</u>	CY+3Y	Dispose	<p>Records relating to the recruitment of staff or volunteers at the General Council Office. Records may include resumes, job postings, schedules, reports, may include agency searchers. For records of successful applicants, use <u>HUR1250: EMPLOYEES</u>. For Search Committees, use <u>GOV1020: COMMITTEES</u>.</p>	See Government of Ontario Common Records Series EMP-REC-001, Selection and Hiring, and <u>BC ARCS 1665-20</u> .
<u>HUR1350 – Staff Events and Initiatives</u>	CY+5Y	Archival Review	<p>Records relating to planning, logistics and management of events, ceremonies, celebrations, meetings, conferences, presentations, functions hosted and organized by a unit. Also includes records relating to internal staff or volunteers visiting external places or organizations. Records may include invitation lists, registrations, publicity, programs, invitations, seating charts, technical requirements documentation, rental information, travel documentation, schedules. For promotional material, use <u>COM0400: ADVERTISING AND MARKETING</u>. For anything produced from an event, use <u>COM0450: PUBLICATIONS</u>. For general travel, use <u>FIN0955: TRAVEL</u>. For visitors to General Council Office, use <u>RHS2599: SECURITY</u>.</p>	Review for significant functions and historical significance.
<u>HUR1380 – Training and Development</u>	SO+3Y	Archival Review	<p>Records relating to professional development and training programs available to employees. Records may include application forms,</p>	See Government of Ontario Common Records Series LDV-TRN-001, Learning Materials Development, and <u>BC ARCS 1735</u> .

			training brochures, manuals, reimbursement records, records of attendance, evaluations. For an individual's training documentation, see HUR1250: EMPLOYEES .	
HUR1390 – Vacation and Absences	CY+5Y	Dispose	Records relating to employee vacation/absence reporting and entitlements. Records may include documentation re leave of absence, maternity leave, sick leave, sabbaticals, vacation days, vacation schedules, sick days, time sheets.	See guidance on Ontario Employment Standards Act: https://www.ontario.ca/document/your-guide-employment-standards-act-0/record-keeping#section-3 .

HUR1200 – Awards and Scholarships

General retention: CY+7Y, AR

Scope: Records relating to the administration of awards and scholarships, applications, letters of award, supporting documentation, Used for: Bursary.

UCC email: n/a

Rationale / Notes: Retained for period related to financial records (scholarships). Review for awards of historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Applications	CY+7Y	D	
-25	Documentation	CY+7Y	AR	

HUR1210 – Benefits

General retention: E+7Y, D (E=termination of benefits)

Scope: Records relating to administration of Insured Benefits plan (i.e. health, dental, life, retirement, death) of current, retired, deferred employees and their beneficiaries. May also include brochures, rates, explanatory documents.

UCC email: benefits@united-church.ca

Rationale / Notes: Retention parallels HR: Employees. See *Employment Insurance Act*, s. 87.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-75	Rates	SO+7Y	D	
-99	Plans / case files	E+7Y	D	

HUR1220 – Compensation and Salaries

General retention: CY+7Y, D

Scope: Records relating to the administration of employee salaries and compensation. Includes salary negotiation, ranges and pay scales, schedule, surveys.

UCC email: n/a

Rationale / Notes: Retention period parallels other financial records. See *Employment Standards Act* Part V, VI.

No.	Activity / Record type	Retention	Disposition	Notes
-50	Negotiation	CY+7Y	D	
-70	Ranges and pay scale	SO+7Y	D	
-85	Schedule	CY+7Y	D	
-90	Statements	CY+7Y	D	

HUR1230 – Dispute Resolution / Discipline and Misconduct

General retention: CY+5Y, A

Scope: Records relating to dispute resolution at the United Church, as well as disciplinary actions. Records include complaints, correspondence, agreements and reports. For Discontinued Service lists, use [HUR1300: MINISTRY PERSONNEL](#).

UCC email: n/a

Rationale / Notes: See the [UCC Dispute Resolution Policy](#) for details on procedure, forms, and best practices.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	A	
-10	Agreements	CY+5Y	A	
-20	Correspondence	CY+5Y	AR	Review for records of decisions.
-80	Reports	CY+5Y	A	

HUR1250 – Employees [non-Ministry]

General retention: E+7Y, D (E=termination)

Scope: Records relating to lay employees of the General Council and regional council. This is not a Ministry Personnel file. Records may include: resume, application, internal applications, key tasks, completed forms, records of action, certificates, occupational training compliance and certification documentation. For Ministry Personnel use [HUR1300: MINISTRY PERSONNEL](#).

UCC email: officeofvocation@united-church.ca ; disability@united-church.ca

Rationale / Notes: See *Employment Standards Act*, limitations periods in Canada Labour Code, Canada Pension Plan.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Application / resume	E+7Y	D	
-15	Certifications	E+7Y	D	
-30	Forms and proposals	E+7Y	D	
-80	Reports	E+7Y	D	
-99	Personnel files	E+7Y	D	

HUR1255 – Employment Management

General retention: SO+5Y, D

Scope: Records resulting from operationalizing UCC policies related to employees. Professional Development/Continuing Education/Training, Program Development for employees. For records of individual employees, use [HUR1250: EMPLOYEES](#).

UCC email: n/a

Rationale / Notes: Retention begins after superseded, 5Y set for sufficient reference period.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies, procedures, guidelines development	SO+5Y	D	

HUR1260 – Event Management

General retention: E+8Y, AR (E=completion of event)

Scope: Records relating to organizing, arranging and managing an official or formal event, celebration, social occasion, or ceremony for the Church. Includes ceremonies and conferences.

UCC email: n/a

Rationale / Notes: E=completion of event

Review for events which document significant decisions. See Government of Ontario Common Records Series PSR-EVT-001, Planning and Coordination, and [BC ARCS 220](#) for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	E+8Y	AR	Review for records of decisions.
-60	Planning	E+8Y	AR	
-75	Registration	E+8Y	D	
-80	Reports	E+8Y	A	
-90	Supporting, background material	E+8Y	D	

HUR1300 – Ministry Personnel

General retention: E+7Y, AR (see details on E below)

Scope: Records for ministry and lay personnel. Records include personal information, resume, applications, proof of standing, records of appointment, disciplinary records, sick leave documentation, governance appointments, requests, police records check, training details, and other related documentation.

UCC email: officeofvocation@united-church.ca ; ministry@united-church.ca ; candidacypathway@united-church.ca

Rationale / Notes: See UCC Policy on Personnel Records for more details on what to retain permanently. See *The Manual* section H for information on entrance into ministry, including ordinations/inductions, nominations, Mutual Recognition Agreements.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Official Personnel Record	E+2Y	A	E=death of personnel
-10	Active Personnel Record	E+7Y	D	E=end of employment
-30	Discontinued Service Lists	SO+7Y	A	

HUR1320 – Organizational Design and Job Descriptions

General retention: SO+7Y, AR

Scope: Records relating the development of job criteria and the organization of units of the General Council Office. Records may include job descriptions, organizational charts, reporting relationships, human resources planning.

UCC email: n/a

Rationale / Notes: Review for institutional significance. Can destroy job descriptions after superseded.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Development	CY+5Y	AR	
-40	Job descriptions	SO+1Y	D	
-60	Org. charts	SO+7Y	AR	See Government of Ontario Common Records Series ORG-PLA-001, Organizational Structure Plans.

HUR1325 – Pension Administration

General retention: CY+7Y, AR

Scope: Records relating to the administration of the United Church of Canada Pension Plan. Records may include policies and procedures, correspondence, employee information and tracking. For records related to payment of pension, see [FIN0905: PENSIONS](#). For Pension Board, see [GOV1100: PENSION BOARD](#).

UCC email: pension@united-church.ca

Rationale / Notes:

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-20	Correspondence	CY+7Y	AR	Review for records of decisions.
-80	Reports	CY+7Y	A	

HUR1340 – Recruitment

General retention: CY+3Y, D

Scope: Records relating to the recruitment of staff or volunteers at the General Council Office. Records may include resumes, job postings, schedules, reports, may include agency searchers. For records of successful applicants, use [HUR1250: EMPLOYEES](#). For Search Committees, use [GOV1020: COMMITTEES](#).

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series EMP-REC-001, Selection and Hiring, and [BC ARCS 1665-20](#).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Job postings	SO+3Y	D	
-80	Reports	CY+5Y	AR	
-81	Resumes	CY+3Y	D	
-90	Scheduling	CY+3Y	D	

HUR1350 – Staff Events and Initiatives

General retention: CY+5Y, AR

Scope: Records relating to planning, logistics and management of events, ceremonies, celebrations, meetings, conferences, presentations, functions hosted and organized by a unit. Also includes records relating to internal staff or volunteers visiting external places or organizations. Records may include invitation lists, registrations, publicity, programs, invitations, seating charts, technical requirements documentation, rental information, travel documentation, schedules. For promotional material, use [COM0400: ADVERTISING AND MARKETING](#). For anything produced from an event, use COMMS: PUBLICATIONS. For general travel, use [FIN0955: TRAVEL](#). For visitors to General Council Office, use [RHS2599: SECURITY](#).

UCC email: n/a

Rationale / Notes: Review for significant functions and historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-35	Lists	CY+1Y	D	

-75	Rentals	CY+5Y	AR	
-85	Staff functions	CY+5Y	AR	
-95	Visitors	CY+5Y	D	

HUR1380 – Training and Development

General retention: SO+3Y, AR

Scope: Records relating to professional development and training programs available to employees. Records may include application forms, training brochures, manuals, reimbursement records, records of attendance, evaluations. For an individual's training documentation, see [HUR1250: EMPLOYEES](#).

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series LDV-TRN-001, Learning Materials Development, and [BC ARCS 1735](#).

No.	Activity / Record type	Retention	Disposition	Notes
-10	Applications	CY+3Y	D	
-12	Attendance	CY+3Y	D	
-25	Evaluations	CY+3Y	AR	
-95	Training brochures and manuals	SO+3Y	AR	

HUR1390 – Vacation and Absences

General retention: CY+5Y, D

Scope: Records relating to employee vacation/absence reporting and entitlements. Records may include documentation re leave of absence, maternity leave, sick leave, sabbaticals, vacation days, vacation schedules, sick days, time sheets.

UCC email: n/a

Rationale / Notes: See guidance on Ontario *Employment Standards Act*:

<https://www.ontario.ca/document/your-guide-employment-standards-act-0/record-keeping#section-3>.

No.	Activity / Record type	Retention	Disposition	Notes
-35	Leaves (maternity, sick, absence, sabbatical)	CY+5Y	D	
-90	Time sheets	CY+5Y	D	
-95	Vacation days and schedule	CY+5Y	D	

Information Management and Technology (IMT – 1400-1499)

Secondary	Retention	Disposition	Scope	Rationale / Notes
IMT1400 – Archives Management	CY+5Y	Archival Review	Records relating to the acquisition, arrangement/description and preservation of archival documents. Records may include research registration forms, retrieval slips, requests for reproduction, loan agreements, collection assessments, preservation needs documentation and treatment files, fonds, guides, inventories, indexes, appraisals, receipt of transfer, donation agreements, accession documentation, evaluation and copies of tax receipts. UCC email: archives@united-church.ca	Review for institutional significance and reference potential.
IMT1420 – Collaborative Systems and Telecommunications	CY+5Y	Dispose	Records relating to the collaborative systems utilized by The United Church of Canada, including phones and telecommunications programs such as MS Teams, Zoom. Records may include phone extensions, long distance costs, conference systems costs and booking information, invoices, chats, video recordings, collaborative sites and other related documentation.	Retain for enough time to reference.
IMT1440 – Email Applications	[see Capstone Email policy]		Record series details the disposition of UCC institutional email accounts.	Based on potential for institutional records created via email. See NARA Bulletin 2023-02 for more information: https://www.archives.gov/records-mgmt/bulletins/2023/2023-02 .
IMT1460 – Information Systems Operations and Security	CY+5Y	Dispose	Records relating to the development, administration and maintenance of Information Technology systems and the development and issuing of IT security standards and end-user support. This includes system design and construction, testing and deployment. Records may include guidelines, policies, system requirements analysis, system architecture, source code and programming, installation, testing and sign-off documents, hardware and	See BC ARCS Information Technology primary (6000-6999) and Government of Ontario Information Technology primary for comparison.

			software design, access controls and user authorizations, investigations of security breaches, system monitoring and log reports as well as requests for assistance with hardware and software operation, inquiries, service reports and request logs. Used for BACKUP, DISASTER RECOVERY. For Help Desk use ADM0125: CUSTOMER SERVICE .	
IMT1480 – Records Management	CY+5Y	Archival Review	Records relating to the development, implementation and maintenance of The United Church of Canada Classification and Retention Schedules, the transfer of records to the Archives and the approved destruction of records. Records include transfer forms, box content lists, approved destruction lists, interviews, meeting notes, records inventories, file plans, file lists, implementation strategies and approved retention schedules and policies. UCC email: recordsmanagement@united-church.ca	Review for Disposal Certificates. See Ontario Archives and Recordkeeping Act s. 2, 11.
IMT 1499 – Website	CY+5Y	Archival Review	Records relating to unit and project websites. Records can include wireframes, request for proposals, budgets, content planning and a capture of the site. Note: Web content captured in Archive-It (with exceptions, i.e. Facebook).	Review for historical significance, final documents.

IMT1400– Archives Management

General retention: CY+5Y, AR

Scope: Records relating to the acquisition, arrangement/description and preservation of archival documents. Records may include research registration forms, retrieval slips, requests for reproduction, loan agreements, collection assessments, preservation needs documentation and treatment files, fonds, guides, inventories, indexes, appraisals, receipt of transfer, donation agreements, accession documentation, evaluation and copies of tax receipts.

UCC email: archives@united-church.ca

Rationale / Notes: Review for institutional significance and reference potential.

No.	Activity / Record type	Retention	Disposition	Notes
-15	Collection management	CY+5Y	AR	
-25	Donation agreements	CY+5Y	AR	
-35	Loan agreements	CY+5Y	AR	
-65	Preservation management	CY+5Y	AR	

-85	Research	CY+5Y	AR	
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IMT1420 – Collaborative Systems and Telecommunications

General retention: CY+5Y, D

Scope: Records relating to the collaborative systems utilized by The United Church of Canada, including phones and telecommunications programs such as MS Teams, Zoom. Records may include phone extensions, long distance costs, conference systems costs and booking information, invoices, chats, video recordings, collaborative sites and other related documentation.

UCC email: n/a

Rationale / Notes: Retain for enough time to reference.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Chats	90 days	D	
-21	Collaborative sites	E+1Y	D	E=inactive e.g. MS Teams, SharePoint
-90	Telephone and conferencing systems	CY+5Y	D	
-95	Video recordings	CY+5Y	D	

IMT1440 – Email Applications

General retention: [see UCC Capstone Policy]

Scope: Record series details the disposition of UCC institutional email accounts.

UCC email: n/a

Rationale / Notes: Based on potential for institutional records created via email. See NARA Bulletin 2023-02 for more information: <https://www.archives.gov/records-mgmt/bulletins/2023/2023-02>.

No.	Activity / Record type	Retention	Disposition	Notes
-10	Executive Ministry	E+7Y	A	E=end of employment
-15	GC Officers / Executive	E+7Y	D	E=end of employment
-50	Ministry personnel accounts	E+5Y	D	E=end of employment
-55	Office of Vocations	E+5Y	D	E=end of employment
-95	Staff accounts	E+3Y	D	E=end of employment
-99	Transitory folders	90 days	D	

IMT1460 – Information Systems Operations and Security

General retention: CY+5Y, D

Scope: Records relating to the development, administration and maintenance of Information Technology systems and the development and issuing of IT security standards and end-user support. This includes system design and construction, testing and deployment. Records may include guidelines, policies, system requirements analysis, system architecture, source code and programming, installation, testing and sign-off documents, hardware and software design, access controls and user authorizations, investigations of security breaches, system monitoring and log reports as well as requests for assistance with hardware and software operation, inquiries, service reports and request logs. Used for BACKUP, DISASTER RECOVERY. For Help Desk use [ADM0125: CUSTOMER SERVICE](#).

UCC email: n/a

Rationale / Notes: See [BC ARCS Information Technology primary \(6000-6999\)](#) and Government of Ontario Information Technology primary for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies, procedures, guidelines, protocols	SO+5Y	AR	
-30	Hardware and software design	CY+5Y	D	
-35	Information system security	SO+5Y	D	
-40	Log reports	90 days	D	
-75	Security breaches	CY+7Y	D	See Government of Ontario Common Records Series INT-SEC-001, Security Breaches.
-80	Service reports	CY+5Y	D	
-81	System analysis / evaluation	CY+5Y	D	
-90	Source code / programming	SO+5Y	D	
-92	Support logs	CY+5Y	D	
-95	Testing	CY+5Y	D	

IMT1480 – Records Management

General retention: CY+5Y, AR

Scope: Records relating to the development, implementation and maintenance of The United Church of Canada Classification and Retention Schedules, the transfer of records to the Archives and the approved destruction of records. Records include transfer forms, box content lists, approved destruction lists, interviews, meeting notes, records inventories, file plans, file lists, implementation strategies and approved retention schedules and policies.

UCC email: recordsmanagement@united-church.ca

Rationale / Notes: Review for Disposal Certificates. See *Ontario Archives and Recordkeeping Act* s. 2, 11.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-25	Destruction lists	CY+20Y	D	
-26	Disposal certificates	CY+5Y	A	
-30	Documentation	SO+5Y	D	
-75	Retention schedules and classification	SO+5Y	AR	
-90	Transfer forms	CY+20Y	D	

IMT1499 – Website

General retention: CY+5Y, AR

Scope: Records relating to unit and project websites. Records can include wireframes, request for proposals, budgets, content planning and a capture of the site. Note: Web content captured in Archive-It (with exceptions, i.e. Facebook).

UCC email: n/a

Rationale / Notes: Review for historical significance, final documents.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies, guidelines, best practices	SO+5Y	AR	
-10	Budget	CY+10Y	D	In line with Finance: BUDGETING AND FINANCIAL PLANNING.
-60	Planning	CY+5Y	AR	
-65	Proposals	CY+5Y	AR	
-99	Web content	E	A	E=Archive-It web crawl Site capture and reports generated by Archive-It. Targeted sites include United Church of Canada sites, regional council sites, Conferences, United Church of Canada Initiatives, and KAIROS. Web crawl is triggered annually for most sites, with exceptions based on frequency of site updates, e.g. GiftsWithVision.

Legal (LGL – 1700-1899)

Secondary	Retention	Disposition	Scope	Rationale / Notes
LGL1700 – Access to Information and Privacy	CY+7Y	Dispose	Records relating to access to information request and complaints regarding privacy breaches, and access to information and privacy planning. Records may include access request forms, acknowledgement letters, third party notices, fee estimates, access recommendations, record search worksheets, research agreements, notice and confirmation of appeal and written representations. UCC email: privacy@united-church.ca	See Personal Information Protection and Electronic Documents Act (PIPEDA) 10 principles, Ontario Personal Health Information Protection Act s. 10, 13.
LGL1720 – Claims	E+7Y	Archival Review	Records relating to all liability claims and litigation against or entered into by the Church. Records may include reports, correspondence, documentation relating to investigations, settlements or outcomes. For Insurance Claims use RHS2570: INSURANCE MANAGEMENT .	See Ontario Courts of Justice Act and Regulations.
LGL1725 – Contracts and Agreements	E+7Y	Archival Review	Records relating to the creation, negotiation, signing of contracts. Records may include anything created/received/used to prepare/negotiate contracts, or to provide legal evidence of the terms/conditions of contracts. Use for: signed releases.	E=Termination of contract and expiry of appeal period. See Government of Ontario Common Records Series LGL-AGR-001, Contracts and Agreements.
LGL1730 – Copyright and Permissions	SO+3Y	Archival Review	Records relating to permission clearances obtained by publishers and copyright holders of copyrighted works. Records may include correspondence, forms, and any other material used to document permission clearance requests with copyright holders. Material may also include citations and publication data of material. Used for ROYALTIES. Permission to publish/use of materials created/owned by the Church (copyright policy/law) see LGL1760: INTELLECTUAL PROPERTY . UCC email: copyright@united-church.ca	See Trademarks Act, limitation periods. See Copyright Act, Part V – Administration for more information.

LGL1750 – Estates	CY+7Y	Archival	Records relating to the administration of estates under the control of the Church. Records may include legal documentation and correspondence, copies of financial statements and receipts.	Institutional significance.
LGL1760 – Intellectual Property	CY+7Y	Dispose	Records relating to intellectual property created or owned by the Church - copyrighted materials, trademarks, etc. Records may include waiver agreements, licenses, permissions to publish. Use for TRADEMARKS and ROYALTIES. For the application or use of copyright of other bodies, use LGL1730: COPYRIGHT AND PERMISSIONS . For signed releases and contracts, use LGL1725: CONTRACTS AND AGREEMENTS .	See Government of Ontario Common Records Series PSR-AGR-002, Creative Works and Services, and BC ORCS Intellectual Property 12000 .
LGL1780 – Laws and Regulations	SO+5Y	Archival Review	Records relating to provincial, Canadian, and international legal acts, regulations, standards, and municipal by-laws, proposed and passed. Records may include copies of documentation, interpretation of laws, documentation of issues regarding laws and regulations. For church related law/manual, use GOV1000: BYLAWS / CORPORATE DOCUMENTS .	Retain while legislation is relevant and needed for reference.
LGL1790 – Legal Matters and Cases	E+7Y	Archival Review	Records relating to general legal matters in relation to the Church.	Review for historical significance. See Ontario Courts of Justice Act and Regulations.
LGL1800 – Licenses and Permits	E+7Y	Archival Review	Records relating to the requisition and maintenance of all licenses and permits required for operation and maintenance of the Church. Records may include licenses, permits, legal documentation. For licensing of clergy and lay members, use HUR1300: MINISTRY PERSONNEL , HUR1250: EMPLOYEES .	E=Expiry of license or permit. Review for institutional significance, if needed for ongoing reference.
LGL1820 – Notarizations	CY+7Y	Archival Review	Records relating to the act of notarizing and sealing of documents, i.e. land titles or certificates.	Review for institutional significance.
LGL1840 – Power of Attorney	SO+7Y	Dispose	Records relating to work as power of attorney. Applies to original documents, substantive memorandums and investigations.	

LGL1850 – Precedents	P		Records relating to legal precedents. Records may include sample agreements, case law, reports, contracts, cases, findings/opinions for reference and use by UCC Legal Counsel.	Significant for institutional legal reference.
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LGL1700 – Access to Information and Privacy

General retention: CY+7Y, D

Scope: Records relating to access to information request and complaints regarding privacy breaches, and access to information and privacy planning. Records may include access request forms, acknowledgement letters, third party notices, fee estimates, access recommendations, record search worksheets, research agreements, notice and confirmation of appeal and written representations.

UCC email: privacy@united-church.ca

Rationale / Notes: See *Personal Information Protection and Electronic Documents Act* (PIPEDA) 10 principles, *Ontario Personal Health Information Protection Act* s. 10, 13.

No.	Activity / Record type	Retention	Disposition	Notes
-05	Acknowledgment letters	CY+7Y	D	
-06	Access responses	CY+7Y	D	
-10	Appeals / complaints	CY+7Y	D	
-58	Privacy breaches	CY+15Y	D	See Government of Ontario Common Records Series INF-SEC-001, Privacy Breaches.
-59	Privacy Impact Assessments	CY+7Y	D	
-60	Privacy planning	CY+5Y	AR	Review for legal significance.
-75	Record search sheets	CY+7Y	D	
-76	Research agreements	CY+7Y	D	
-90	Third party notices	CY+7Y	D	

LGL1720 – Claims

General retention: E+7Y, AR

Scope: Records relating to all liability claims and litigation against or entered into by the Church. Records may include reports, correspondence, documentation relating to investigations, settlements or outcomes. For Insurance Claims use [RHS2570: INSURANCE MANAGEMENT](#).

UCC email: n/a

Rationale / Notes: See *Ontario Courts of Justice Act* and Regulations.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+7Y	AR	

-35	Investigations	E+7Y	AR	
-40	Liability claims	E+7Y	AR	
-45	Litigation	E+7Y	AR	
-80	Reports	CY+5Y	A	
-85	Settlements	E+7Y	AR	

LGL1725 – Contracts and Agreements

General retention: E+7Y, AR (E=termination of contract and expiry of appeal period)

Scope: Records relating to the creation, negotiation, signing of contracts. Records may include anything created/received/used to prepare/negotiate contracts, or to provide legal evidence of the terms/conditions of contracts. Used for: signed releases.

UCC email: n/a

Rationale / Notes: E=Termination of contract and expiry of appeal period. See Government of Ontario Common Records Series LGL-AGR-001, Contracts and Agreements.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Final contracts	E+7Y	AR	Review for ongoing legal significance.
-50	Negotiation	E+7Y	D	
-90	Terms and conditions	E+7Y	D	

LGL1730 – Copyright and Permissions

General retention: SO+3Y, AR

Scope: Records relating to permission clearances obtained by publishers and copyright holders of copyrighted works. Records may include correspondence, forms, and any other material used to document permission clearance requests with copyright holders. Material may also include citations and publication data of material. Used for ROYALTIES. Permission to publish/use of materials created/owned by the Church (copyright policy/law) see [LGL1760: INTELLECTUAL PROPERTY](#).

UCC email: copyright@united-church.ca

Rationale / Notes: See *Trademarks Act*, limitation periods. See *Copyright Act*, Part V – Administration for more information.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+3Y	AR	Review for records of decisions.
-70	Permission clearance requests	SO+3Y	AR	

LGL1750 – Estates

General retention: CY+7Y, A

Scope: Records relating to the administration of estates under the control of the Church. Records may include legal documentation and correspondence, copies of financial statements and receipts.

UCC email: n/a

Rationale / Notes: Institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+7Y	AR	Review for records of decisions.
-30	Documentation	CY+7Y	A	
-50	Financial statements (copies)	CY+7Y	D	For originals see FINANCE: FINANCIAL STATEMENTS.

LGL1760 – Intellectual Property

General retention: CY+7Y, D

Scope: Records relating to intellectual property created or owned by the Church - copyrighted materials, trademarks, etc. Records may include waiver agreements, licenses, permissions to publish. Use for TRADEMARKS and ROYALTIES. For the application or use of copyright of other bodies, use [LGL1730: COPYRIGHT AND PERMISSIONS](#). For signed releases and contracts, use [LGL1725: CONTRACTS AND AGREEMENTS](#).

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series PSR-AGR-002, Creative Works and Services, and [BC ORCS Intellectual Property 12000](#).

No.	Activity / Record type	Retention	Disposition	Notes
-40	Licenses	CY+7Y	D	
-50	Permissions	CY+7Y	D	
-95	Waiver agreements	CY+7Y	D	

LGL1780 – Laws and Regulations

General retention: SO+5Y, AR

Scope: Records relating to provincial, Canadian, and international legal acts, regulations, standards, and municipal by-laws, proposed and passed. Records may include copies of documentation, interpretation of laws, documentation of issues regarding laws and regulations. For church related law/manual, use [GOV1000: BYLAWS / CORPORATE DOCUMENTS](#).

UCC email: n/a

Rationale / Notes: Retain while legislation is relevant and needed for reference.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Interpretation	SO+5Y	AR	
-35	Issues	CY+5Y	D	

LGL1790 – Legal Matters and Cases

General retention: E+7Y, AR (E=conclusion of case)

Scope: Records relating to general legal matters in relation to the Church.

UCC email: n/a

Rationale / Notes: Review for historical significance. See Ontario *Courts of Justice Act* and Regulations.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Case files	E+7Y	AR	

LGL1800 – Licenses and Permits

General retention: E+7Y, AR (E=expiry of license or permit)

Scope: Records relating to the requisition and maintenance of all licenses and permits required for operation and maintenance of the Church. Records may include licenses, permits, legal documentation. For licensing of clergy and lay members, use [HUR1300: MINISTRY PERSONNEL](#), [HUR1250: EMPLOYEES](#).

UCC email: n/a

Rationale / Notes: Review for institutional significance, if needed for ongoing reference.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Licenses and permits	E+7Y	AR	
-90	Supporting documentation	E+7Y	D	

LGL1820 – Notarizations

General retention: CY+7Y, AR

Scope: Records relating to the act of notarizing and sealing of documents, i.e. land titles or certificates.

UCC email: n/a

Rationale / Notes: Review for institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Notarizations	CY+7Y	AR	
-90	Supporting documentation	CY+7Y	D	

LGL1840 – Power of Attorney

General retention: SO+7Y, D

Scope: Records relating to work as power of attorney. Applies to original documents, substantive memorandums and investigations.

UCC email: n/a

Rationale / Notes:

No.	Activity / Record type	Retention	Disposition	Notes
-35	Investigations	CY+7Y	D	
-50	Memorandums	SO+7Y	D	

LGL1850 – Precedents

General retention: P

Scope: Records relating to legal precedents. Records may include sample agreements, case law, reports, contracts, cases, findings/opinions for reference and use by UCC Legal Counsel.

UCC email: n/a

Rationale / Notes: Significant for institutional legal reference.

No.	Activity / Record type	Retention	Disposition	Notes
-75	Reference material	P		
-80	Reports	P		

Programming and Education (PRE – 2200-2299)

Secondary	Retention	Disposition	Scope	Rationale / Notes
PRE2200 – Curriculum	SO+5Y	Archival Review	Records relating to the development of curriculum, i.e. faith and liturgy, lessons, Sunday Schools.	Retain as long as relevant and then as needed for reference.
PRE2250 – Education Programs	SO+5Y	Dispose	Records relating to the relationships with education centres, theological schools, continuing education. Use for CIM unit records. UCC email: cim@united-church.ca	Retain as long as program is current and then as needed for reference.
PRE2299 – Programming	CY+5Y	Dispose	Records relating to the development, overseeing, implementation, or participation in programming with the Church. Examples include Indigenous, French, Gender, or Intercultural initiatives, as well as Children and Youth programming. For video produced from programs, use COM0490: VISUAL IMAGES . For publications, use COM0450: PUBLICATIONS . UCC email: visionfund@united-church.ca ; takeaction@united-church.ca ; leadershipcounts@united-church.ca ; embracingthespirit@united-church.ca ; called@united-church.ca ; camping@united-church.ca ; flourishing@united-church.ca ; edge@united-church.ca	Retain for sufficient reference period.

PRE2200 – Curriculum

General retention: SO+5Y, AR

Scope: Records relating to the development of curriculum, i.e. faith and liturgy, lessons, Sunday Schools.

UCC email: n/a

Rationale / Notes: Retain as long as curriculum is current and then as needed for reference.

No.	Activity / Record type	Retention	Disposition	Notes
-25	Curriculum	SO+5Y	AR	
-30	Development	CY+5Y	D	

PRE2250 – Education Programs

General retention: SO+5Y, D

Scope: Records relating to the relationships with education centres, theological schools, continuing education. Use for CIM unit records.

UCC email: cim@united-church.ca

Rationale / Notes: Retain as long as program is current and then as needed for reference.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	D	
-75	Registration	CY+5Y	D	

PRE2299 – Programming

General retention: CY+5Y, D

Scope: Records relating to the development, overseeing, implementation, or participation in programming with the Church. Examples include Indigenous, French, Gender, or Intercultural initiatives, as well as Children and Youth programming. For video produced from programs, use [COM0490: VISUAL IMAGES](#). For publications, use [COM0450: PUBLICATIONS](#).

UCC email: visionfund@united-church.ca ; takeaction@united-church.ca ; leadershipcounts@united-church.ca ; embracingthespirit@united-church.ca ; called@united-church.ca ; camping@united-church.ca ; flourishing@united-church.ca ; edge@united-church.ca

Rationale / Notes: Retain for sufficient reference period.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Planning and development	CY+5Y	D	
-80	Reports	CY+5Y	AR	Review for programs with ongoing institutional significance.

Property and Facilities (PRF – 2300-2399)

Secondary	Retention	Disposition	Scope	Rationale / Notes
PRF2300 – Facility Maintenance	CY+5Y	Archival Review	Records relating to the management of physical spaces occupied the Church. Records may relate to maintenance, utilities, custodial services, pest control, inspection reports, work orders, service reports, energy, custodial services, building maintenance, pest control, waste and recycling.	Review for records which have reference purposes.
PRF2330 – Facility Operations	CY+7Y	Dispose	Records relating to the daily operations of physical spaces occupied by the Church. Records may include space management, relations with external vendors, construction/renovation supply and management of utilities, equipment and supplies, parking management. For records related to Security, use RHS2599: SECURITY .	
PRF2360 – Facility Planning	CY+5Y	Archival	Records relating to the planning and development of physical spaces occupied or to-be occupied by the Church. Records may include floor plans, correspondence, long-range planning documents, and other related materials.	Institutional significance.
PRF2399 – Property	CY+7Y	Archival Review	Records relating to property owned by the Church. Records may relate to leases, lease negotiation, renewals, acquisitions, land purchase/sale agreements, property appraisals, valuations, quotes, operation, construction or renovation of buildings, lands, property, deeds, plans, maps, architectural/construction drawings, reports.	See the Land Titles Act (s. 43, 57, 119), Real Property Limitation Act (s. 4, 7, 19, 23, 43).

PRF2300 – Facility Maintenance

General retention: CY+5Y, AR

Scope: Records relating to the management of physical spaces occupied the Church. Records may relate to maintenance, utilities, custodial services, pest control, inspection reports, work orders, service reports, energy, custodial services, building maintenance, pest control, waste and recycling.

UCC email: n/a

Rationale / Notes: Review for records which have reference purposes.

No.	Activity / Record type	Retention	Disposition	Notes
-25	Construction and renovation	CY+5Y	A	
-26	Custodial	CY+5Y	D	
-55	Pest control	CY+5Y	D	
-80	Reports	CY+5Y	AR	
-95	Waste and recycling	CY+5Y	D	

PRF2330 – Facility Operations

General retention: CY+7Y, D

Scope: Records relating to the daily operations of physical spaces occupied by the Church. Records may include space management, relations with external vendors, construction/renovation supply and management of utilities, equipment and supplies, parking management. For records related to Security, use [RHS2599: SECURITY](#).

UCC email: n/a

Rationale / Notes:

No.	Activity / Record type	Retention	Disposition	Notes
-35	Incident reporting	CY+7Y	D	
-55	Parking management	CY+7Y	D	

PRF2360 – Facility Planning

General retention: CY+5Y, A

Scope: Records relating to the planning and development of physical spaces occupied or to-be occupied by the Church. Records may include floor plans, correspondence, long-range planning documents, and other related materials.

UCC email: n/a

Rationale / Notes: Institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Floor plans	CY+5Y	A	
-60	Long-range planning	CY+5Y	A	

PRF2399 – Property

General retention: CY+7Y, AR

Scope: Records relating to property owned by the Church. Records may relate to leases, lease negotiation, renewals, acquisitions, land purchase/sale agreements, property appraisals, valuations, quotes, operation, construction or renovation of buildings, lands, property, deeds, plans, maps, architectural/construction drawings, reports.

UCC email: n/a

Rationale / Notes: See the *Land Titles Act* (s. 43, 57, 119), *Real Property Limitation Act* (s. 4, 7, 19, 23, 43).

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-20	Correspondence	CY+7Y	AR	Review for records of decisions
-25	Deeds	CY+7Y	A	
-26	Development	CY+7Y	AR	
-40	Leases	E+7Y	D	
-50	Manse	E+7Y	D	
-60	Project management	CY+7Y	AR	
-61	Property appraisals	CY+7Y	AR	
-65	Purchases / sale agreements	E+7Y	D	In line with financial records.
-80	Reports	CY+7Y	A	
-95	Valuations	CY+7Y	AR	

Risk Management / Health and Safety (RHS – 2500-2599)

Secondary	Retention	Disposition	Scope	Rationale / Notes
RHS2500 – Emergency Response	SO+10Y	Archival Review	Records relating to the development of emergency response plans. Records include policies and procedures, drafts, and finalized plans.	See Government of Ontario Common Records Series STR-IMP-002, Business Continuity and Emergency Management, and STR-PLA-002, Operational Plans, for reference. Longer retention for potential reference and liability.
RHS2520 – Health and Safety Committee	CY+5Y	Archival	Records relating to the work and administration of local Health and Safety committees. Records may include contact lists, agendas, minutes, and reports.	Ontario Occupational Health and Safety Act s. 9(2).
RHS2550 – Health and Safety	CY+5Y	Archival Review	Records relating to the general administration and maintenance of health and safety protocols at the Church. Records may include policies and procedures, training documents, incident reports.	See Ontario Occupational Health and Safety Act s. 25(2)(j), Canada Labour Code Part II, 125(1)(d).
RHS2570 – Insurance Management	E+3Y	Archival Review	Records relating to agreements between insurers and the Church that cover fire, theft, damage, etc. Records may include policies, renewal documents, claims documentation, records relating to RFPs and competitive bids, accident reports and correspondence. For contracts use LGL1725: CONTRACTS AND AGREEMENTS .	E=Termination of policy. See BC ARCS 450 for comparison.
RHS2599 – Security	CY+10Y	Dispose	Records relating to the planning and administration of security and safety services. Records may include list of authorized users of keys/access cards/fobs. Visitor registration logs, key orders, key audits and authorizations to open locks, security reports, procedures, assessments and medical reports, incident logs, investigation reports, correspondence, CCTV log books and officer log books.	See Government of Ontario Common Records Series FPM-SEC-001, Employee and Visitor Access Control, and FPM-SEC-002, Security Systems Maintenance, for comparison.

RHS2500 – Emergency Response

General retention: CY+10Y, AR

Scope: Records relating to the development of emergency response plans. Records include policies and procedures, drafts, and finalized plans.

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series STR-IMP-002, Business Continuity and Emergency Management, and STR-PLA-002, Operational Plans, for reference. Longer retention for potential reference and liability.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Planning and development	CY+10Y	D	
-99	Emergency Response plans	CY+10Y	A	

RHS2520 – Health and Safety Committee

General retention: CY+5Y, A

Scope: Records relating to the work and administration of local Health and Safety committees. Records may include contact lists, agendas, minutes, and reports.

UCC email: n/a

Rationale / Notes: Ontario *Occupational Health and Safety Act* s. 9(2).

No.	Activity / Record type	Retention	Disposition	Notes
-05	Agendas	CY+5Y	D	
-25	Contact lists	SO+3Y	D	
-50	Minutes	CY+5Y	A	
-80	Reports	CY+5Y	AR	

RHS2550 – Health and Safety

General retention: CY+5Y, AR

Scope: Records relating to the general administration and maintenance of health and safety protocols at the Church. Records may include policies and procedures, training documents, incident reports.

UCC email: n/a

Rationale / Notes: See Ontario *Occupational Health and Safety Act* s. 25(2)(j), *Canada Labour Code* Part II, 125(1)(d).

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-10	Assessments	CY+20Y	D	See Government of Ontario Common Records Series OHS-RSK-001, Health and Safety Assessments.
-35	Incidents	CY+5Y	D	
-50	Occupational safety / First Aid	SO+7Y	D	See BC ARCS 1560 .
-90	Training	SO+3Y	D	

RHS2570 – Insurance Management

General retention: E+3Y, AR (E=termination of policy)

Scope: Records relating to agreements between insurers and the Church that cover fire, theft, damage, etc. Records may include policies, renewal documents, claims documentation, records relating to RFPs and competitive bids, accident reports and correspondence. For contracts use [LGL1725: CONTRACTS AND AGREEMENTS](#).

UCC email: n/a

Rationale / Notes: See [BC ARCS 450](#) for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-10	Accident reports	CY+7Y	AR	Retain longer for potential legal hold.
-18	Claims	E+3Y	AR	
-20	Correspondence	CY+3Y	AR	
-75	RFPs	E+3Y	AR	

RHS2599 – Security

General retention: CY+10Y, D

Scope: Records relating to the planning and administration of security and safety services. Records may include list of authorized users of keys/access cards/fobs. Visitor registration logs, key orders, key audits and authorizations to open locks, security reports, procedures, assessments and medical reports, incident logs, investigation reports, correspondence, CCTV log books and officer log books.

UCC email: n/a

Rationale / Notes: See Government of Ontario Common Records Series FPM-SEC-001, Employee and Visitor Access Control, and FPM-SEC-002, Security Systems Maintenance, for comparison.

No.	Activity / Record type	Retention	Disposition	Notes
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-00	Policies and procedures	SO+5Y	AR	
-10	Audits	CY+10Y	D	
-18	CCTV	30 days	D	
-20	Correspondence	CY+5Y	AR	
-35	Incident logs	CY+10Y	D	
-36	Investigation reports	CY+10Y	D	
-80	Reports	CY+10Y	AR	
-95	Visitor logs	CY+3Y	D	

Social Issues, Partnerships and Outreach (SPO – 2600-2699)

Secondary	Retention	Disposition	Scope	Rationale / Notes
<u>SPO2600 – Ecumenical</u>	CY+5Y	Archival Review	Records relating to the development of partnerships and projects with other churches outside of the United Church. Includes Interchurch and Interfaith programs, KAIROS, external publications and other related documentation.	Review for institutional significance.
<u>SPO2620 – NCTR Transfers</u>	E	Archival	Copies of records pertaining to residential schools which are to be transferred as per agreement to the National Centre for Truth and Reconciliation.	E=date of transfer Institutional and historical significance.
<u>SPO2640 – Outreach</u>	CY+5Y	Archival Review	Records relating to outreach work at the Church generally, including work related to justice, evangelism, ecumenical work, and more. Records may include policies and procedures, mission and vision statements, reports. UCC email: ms@united-church.ca ; justice@united-church.ca	
<u>SPO2660 – Partnerships / External Relations</u>	CY+5Y	Archival Review	Records relating to the development of and participation in partnerships and agencies in the government and outside of Canada. Records may include correspondence, consultation, planning. UCC email: pip@united-church.ca	Review for legal or institutional significance.
<u>SPO2680 – Programming</u>	CY+5Y	Dispose	Records relating to the development of or participation in programming, campaigns, initiatives relating to social issues and the Church. Issues dealing with the Environment, Family and Health, Politics and the Economy, Social Justice and Ethics. UCC email: transgender@united-church.ca ; refugees@united-church.ca ; bringingchildrenhome@united-church.ca ; unsettling-goods@united-church.ca	Retain long enough for reference purposes.

SPO2699 – Stewardship	CY+5Y	Archival Review	Records relating to the function of stewardship at the Church. Records may include evaluation, funding, reports. UCC email: stewardship@united-church.ca	Review for institutional significance.
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SPO2600 – Ecumenical

General retention: CY+5Y, AR

Scope: Records relating to the development of partnerships and projects with other churches outside of the United Church. Includes Interchurch and Interfaith programs, KAIROS, external publications and other related documentation.

UCC email: n/a

Rationale / Notes: Review for institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-20	Correspondence	CY+5Y	AR	
-60	Planning and development	CY+5Y	AR	
-80	Reports	CY+5Y	AR	

SPO2620 – NCTR Transfers

General retention: E (E=date of transfer)

Scope: Copies of records pertaining to residential schools which are to be transferred as per agreement to the National Centre for Truth and Reconciliation.

UCC email: n/a

Rationale / Notes: Institutional and historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-99	Transfer folder	E	A	

SPO2640 – Outreach

General retention: CY+5Y, AR

Scope: Records relating to outreach work at the Church generally, including work related to justice, evangelism, ecumenical work, and more. Records may include policies and procedures, mission and vision statements, reports.

UCC email: ms@united-church.ca ; justice@united-church.ca

Rationale / Notes: Institutional and historical significance.

No.	Activity / Record type	Retention	Disposition	Notes
-00	Policies and procedures	SO+5Y	AR	
-50	Mission statements	SO+5Y	AR	
-80	Reports	CY+5Y	A	

SPO2660 – Partnerships / External Relations

General retention: CY+5Y, AR

Scope: Records relating to the development of and participation in partnerships and agencies in the government and outside of Canada. Records may include correspondence, consultation, planning.

UCC email: pip@united-church.ca

Rationale / Notes: Review for legal or institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Consultation and planning	CY+5Y	AR	
-20	Correspondence	CY+5Y	AR	Review for records of decisions.
-50	Membership	CY+5Y	D	
-80	Reports	CY+5Y	AR	

SPO2680 – Programming

General retention: CY+5Y, D

Scope: Records relating to the development of or participation in programming, campaigns, initiatives relating to social issues and the Church. Issues dealing with the Environment, Family and Health, Politics and the Economy, Social Justice and Ethics.

UCC email: transgender@united-church.ca ; refugees@united-church.ca ; bringingchildrenhome@united-church.ca ; unsettling-goods@united-church.ca

Rationale / Notes: Retain long enough for reference purposes.

No.	Activity / Record type	Retention	Disposition	Notes
-60	Planning and development	CY+5Y	D	
-80	Reports	CY+5Y	AR	
-99	Case files	CY+10Y	D	Refugee case files retained 10Y as per unit policy.

SPO2699 – Stewardship

General retention: CY+5Y, AR

Scope: Records relating to the function of stewardship at the Church. Records may include strategic planning, evaluation, funding, reports.

UCC email: stewardship@united-church.ca

Rationale / Notes: Review for institutional significance.

No.	Activity / Record type	Retention	Disposition	Notes
-30	Funding	CY+7Y	D	In line with other financial records.
-35	Evaluation	CY+5Y	D	
-80	Reports	CY+5Y	AR	