

Archiving Policy

Policy	<p>It is the policy of the Unitarian Universalist Church of Brunswick to establish and maintain a system for archiving documents and materials related to the functioning and ongoing activities of the congregation. The purpose is to:</p> <ul style="list-style-type: none"> • Provide central sources of information about church governance, organizational structure, policies and procedures that support the church's mission and goals • Promote operational continuity • Preserve the history of the church. <p>Items may be physically archived or electronically archived on appropriate storage media.</p> <p>Documents to be archived electronically:</p> <ul style="list-style-type: none"> • REQUIRED: Bylaws, Annual Reports, Board Minutes, Council Minutes, Church Budget, Minutes of Congregational Meetings • RECOMMENDED: Policies, Procedures, Treasurer's Reports, Minister's Reports • OPTIONAL: Committee minutes or other documents <p>Physical archival may either be in Filing Cabinets or Notebooks.</p> <p>Documents to be archived in Church Filing Cabinets:</p> <ul style="list-style-type: none"> • RECOMMENDED: Bylaws, Annual Reports, Board Minutes, Church Budget, Parish Messengers, Orders of Service, first Church Directory of the church year, Minutes of Congregational Meetings • OPTIONAL: All other documents or photos that have historical significance or operational importance. <p>Documents to be archived in Committee Chair Notebooks</p> <ul style="list-style-type: none"> • RECOMMENDED: Minutes, other documents that describe the work of the committees <p>All confidential church records, e.g. Personnel files are to be kept in a locked cabinet in the church office building. The Minister controls who has access to confidential documents.</p> <p>Members of the congregation will have access to non-confidential archived materials on an as-needed basis.</p>
Date Approved by Board	January 27, 2010