

Service Bulletin

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FINAL DISPOSITION POLICY SAMPLE WORDING

Any official records created during the course of _____ Lutheran Church business are considered to be the property of this congregation and not of individual employees or members. To ensure the appropriate and timely final disposition of materials, the following considerations and procedures are to be followed:

All congregation records (current and non-current) in any format, whether paper, electronic, microform, audiovisual, etc., fall under this policy.

All records should be inventoried and assessed as to their operational, legal, fiscal and historical values. Create a records retention schedule according to these assessments.

All records should be retained in a designated filing area until they are transferred to the archives or can be destroyed according to guidelines and the records retention schedule that have been developed.

Final disposition of the records, that is, permanent retention in the archives or destruction, will be authorized by the congregation's governing body in consultation with the records creators and with advice of the archives committee or archivist.

Appropriate records and archives transmittal forms will be utilized in maintaining a record of permanent accessions, as well as for records that are authorized for destruction.