



SCHEDULE FOR RETENTION OF RECORDS FOR LOCAL CHURCHES

Property Records: Deeds, Abstracts of Title, Mortgages – Permanent

Insurance Policies (after expiration) – Permanent

Ledgers or monthly computer reports – Permanent

Receipts (Cash) – 6 years

Cancelled Checks – 6 years

Vouchers (Disbursements) – 6 years

Bank Statements, Reconciliations – 6 years

Tithe Envelopes – Until audited and until end of income tax filing season
(April 15 of following year)