



From the Archives of Louisiana Baptists

January 2017 – as researched by Archivist, Karon McCartney

CLASSIFICATION OF DOCUMENTS

All Official Records

Church minutes including minutes of staff, committees, deacons, WMU, etc.

Legal papers (deeds, trust agreements)

Taxes (federal, property, state)

Financial records (audit reports, payroll records, general ledgers, journals)

Speeches & Presentations

Final drafts of sermons, special presentations, etc.

Publications (only one each)

Newsletters

Worship bulletins

Membership directories, brochures and pamphlets published by the church

Histories

Written

Oral (recorded & transcribed)

Recordings of services or special events

Photographs

Church members and building

Special celebrations

Biographical Information

Church leaders: Pastors, Music & Education directors and church leaders

Members

Memorabilia

Plaques and trophies

Communion ware

Diaries and scrapbooks

Unofficial Correspondence

Birthday cards

Invitations

Birth/death announcements

Newspaper Clippings

Church

Church members

SUGGESTED RECORD RETENTION

2 to 3 years:

Bank statements

General correspondence

Voided payroll checks

Delivery receipts

3 to 4 years:

Deposit slips

Expired insurance policies, all types

Requisitions & purchase orders

4 to 5 years:

Correspondence with applicants

Employees' applications (terminated)

Tax withholding statements

5 to 6 years:

Equipment inventory records

Safety, insurance, fire inspection reports

Internal audit reports

Monthly trial balances

Photographs of installations, etc.

6 to 7 years:

Bonds, registers & cancelled

Expired contracts & agreements

Employee records (terminated)

Federal/state income tax returns

Insurance, group disability, etc.

Invoices, paid

Payroll, general, part-time, over-time

Real estate records (after disposal of
Land and buildings)

7 to 8 years:

Checks, payroll

Purchase orders for capital expenditure

8 to 9 years:

Accident reports (after settlement)

Agreements, leases (after expiration)

Checks, general & petty cash

Compensation cases (after closing)

Vouchers, cash & numeric copy