

St. Michael's Media / Church Militant Records Retention Policy

The Records of St. Michael's Media / Church Militant will be securely stored. Paper Records are maintained by the Records Manager in locked file cabinets within the property of St. Michael's Media / Church Militant.com. Banking and Financial Records are maintained by Business Manager, along with assistance of Records Manager. Electronic Records are maintained on the Only Office Server and supervised by Technology Dept. The table below and continued on the next page provides a schedule for minimum retention. However, there is no requirement to delete records, unless legitimately requested or forced.

Type of Document	Minimum Retention Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanent
Bank reconciliations	7 years
Bank statements	7 years
Checks	Permanent
Contracts, mortgages, notes, and leases	7 years
Contracts	7 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanent
Correspondence (with customers and vendors)	3 years
Deeds, mortgages, and bills of sale	Permanent
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanent
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanent
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws	Permanent
Patents and related papers	Permanent
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years

SMM / CM Records Retention Policy

Retirement and pension records	Permanent
Tax returns and worksheets	Permanent
Timesheets	7 years
Trademark registrations and copyrights	Permanent
Withholding tax statements	7 years

[October 27, 2022]