Archival records

- The Church will permanently retain all archival records.
- Most of the Queensland Uniting Church Historical Collection prior to 1977 is held at the John Oxley Library.

<table>
<thead>
<tr>
<th>Record title</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Birth, Baptism, Death and Marriage Registers</td>
<td></td>
</tr>
</tbody>
</table>
| Minutes | • Church Council Minutes  
• Elders Council Minutes  
• Past-Minutes of Congregational Meetings |
| Photographs | All photos should be labelled with location, date, and a description of what the photo depicts. |
| | Photos of people have less historical value than photos of buildings or events |
| | • Photos of buildings that are about to be altered or destroyed  
• Photos of buildings that have just been built  
• Photos of ministers  
• Photos of special events within the life of the congregation |
| Publicity Material | Master copies of flyers, brochures, posters etc for any major event within the life of the congregation |
| Newsletters and other published material | Considered published if reproductions of the material have been supplied (whether by sale or otherwise) to the general public. |
| | • Monthly newsletters  
• Annual newsletters  
• Annual reports |
| Reports about special Events | • Annual Minister --> congregation correspondence  
• Reports on special celebrations etc held by the congregation |
| Scrapbooks | Newspaper clippings/reports/photos etc |
| Rolls | • Membership Rolls (including membership of Fellowships etc)  
Communion Rolls |
| Church Histories | • Histories of the church compiled by church members  
• Histories of suburbs or towns that mention churches in a significant way |
| Architectural Plans and Blueprints, Building Specifications | All plans of church buildings, manses, halls, toilet blocks, pathways etc |
## Non-archival records

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<table>
<thead>
<tr>
<th>Record title</th>
<th>Action required</th>
<th>Disposal date</th>
<th>Examples</th>
</tr>
</thead>
</table>
| General Correspondence        | Retain in congregation records where information is easily accessible for administrative purposes | After 5 years or when administrative use is finalised                      | • Correspondence may include invoices and quotes, letters to various tradespeople etc  
  • Any general correspondence of a day to day nature with no lasting effect, information or consequence |
| Interim Reports               | Retain as desired for congregational information purposes                        | After 5 years or when administrative use is finalised                      | • Monthly reports to committees Not Annual Reports (see archival section). |
| Financial Records             | Retain 7 years in congregational records                                         | Destroy as per accounting standards after 7 years.                         | • General financial records  
  • Tax Documents  
  • Invoices  
  • Supporting correspondence |
| Accident / Incident Reports   | Retain permanently in secure congregational records unless accident / incident is considered to be one that may give rise to claim in which case it must also be referred to the Queensland Synod Insurance Office. | May be destroyed on the latest of the following dates, if authorised by the Queensland Synod Insurance Office:  
  • 75 years after the person's date of birth; or  
  • a minimum of 7 years from the date of the accident/incident. | • Accident reports/registers  
  • Incident reports/registers  
  • Complaints  
  • Police reports |
| WorkCover and Liability Claims| Retain permanently in secure congregational records. All claims must also be referred to the Queensland Synod Insurance Office. | May be destroyed on the latest of the following dates, if authorised by the Queensland Synod Insurance Office:  
  • 75 years after the person's date of birth; or  
  • a minimum of 7 years from the date of the accident/incident. | • WorkCover applies for paid employees only.  
  • Volunteer staff may be covered under the Synod's Personal Accident Voluntary Workers Insurance.  
  • Injury or Damage to third parties/other people or the property of third parties / other people. |