

First Parish Church of Stow and Acton

Archive Policy

Policy # 002

Revision # 04

I. POLICY STATEMENT

The purpose of the archive policy is to identify which records of the First Parish Church of Stow and Acton are to be retained, their retention schedules, where they are to be stored and how members of the congregation may access them.

II. SCOPE

The Archives Collection consists of the permanent records describing the history and functioning of First Parish Church. A list of records to be retained indefinitely is in Attachment 1.

In addition, reports and minutes of all church committees, standing and ad hoc, are to be retained in their entirety for 10 years. After the ten-year period has elapsed, only the final annual summary of each committee's activities will be retained by inclusion in annual reports.

III. RESPONSIBILITY

Annual maintenance of the archive collection is the responsibility of the Archive Committee. Members of the archive committee are to be appointed by the Board of Trustees of First Parish Church.

IV. DEFINITIONS

Records to be retained indefinitely will be stored in the locked Archive Closet, located in the hallway between the Vestry and restrooms. Contents of the filing cabinets are posted on the bulletin board inside the Archive Closet. For access to the Archive Closet, contact the Church Administrator or the Archives Committee. All records designated for indefinite retention are to remain at the church. Approval of the Board of Trustees is required to remove any of these items from the Church.

V. REFERENCES

List of categories of documents to be retained indefinitely (Attachment 1)

VI. APPROVAL SIGNATURES

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Wanda Null 4/14/2021

Originator / Date

On behalf of the Board of Trustees

 April 23, 2021

FPC President / Date

August 26, 2003
Rev 9/17/03, 11/29/03, 4/23/2021

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Attachment 1

The following categories of records are to be retained indefinitely:

- Accepted annual reports
- Approved church policies and revisions
- Approved minutes of Parish Committee and/or Board of Trustees' Meetings
- Building & Maintenance Committee minutes
- Church anniversary celebrations
- Church directories
- Construction Plans, including site plans
- Financial reports
- Installations, retirements, building dedications
- Membership books
- Ministerial search committee manuals (one copy from each search)
- Minutes & warrants of Annual meetings
- Minutes & warrants of Special Meetings
- Pictures from church activities dated and with participants identified
- Religious education curriculums
- Historical documents related to First Parish Stow
- Binder of documents related to South Acton Universalist Church prior to merging with First Parish Stow