

To: Conference Executive Secretaries/Speaker, presbytery secretaries

From: David Allen, Remit Implementation Project Leader

Date: June 28, 2018

Re: Conference and presbytery files in transition

Within a month we'll know whether GC43 has enacted the remits that could lead to a major restructuring of the church. In anticipation of the end of presbyteries and Conferences at the end of this year, I want to provide some advice on how to handle the files in your possession. If this is a summer task for you, please note the following items prepared in conjunction with the archivists across the church.

What happens with your files?

- Some will be transferred to the new regional councils for on-going use.
- Some will be culled and transferred to the archives facilities in your area.
- Some financial records will be stored.
- Some will be destroyed.

Transferring files to the regional councils.

1. Pastoral charge files: remove all duplicate material; divide the files according to the regional councils where the pastoral charges will be situated; box and label the files; transfer them to the regional council in December. Note: regional councils are working on where files will be held; more information will be available in the fall.
2. Executive minutes: Put the last two years of presbytery and Conference minutes along with appendices on a stick to go to the admin assistants to the Executive Ministers. Names will be available in the fall.

Transferring files to the archives.

There are very clear guidelines and instructions found at:

<https://www.unitedchurcharchives.ca/transferring-records/conferences-and-presbyteries/preparation-for-dissolution-of-conferences-and-presbyteries/> and

<https://www.unitedchurcharchives.ca/transferring-records/congregations/transferring-to-the-archives/>

These documents describe what should be sent to the archives, as well as instruction on how to destroy material.

## Financial records.

The following information was sent on June 19, 2018:

Questions have been asked about how to wind up financial matters for the Conferences and presbyteries. This work cannot be completed by December 31, 2018 because of reconciling bank statements, paying final invoices, issuing tax receipts and completing an audit or review, etc. Here is guidance on these matters:

1. The current treasurer or bookkeeper is asked to remain in place until March 31, 2019\* to complete the required work. If the treasurer/bookkeeper is a salaried person or receives an honourarium, please be in touch with Thivan Hoang at [thoang@united-church.ca](mailto:thoang@united-church.ca) with the amounts. On-going salary or honoraria until March 31 will be considered a transitional cost and will be covered by the General Council.
2. Final 2018 figures and audited statements/reviews will be forwarded to the regional council Executive Minister. The final audited statements or reviews will be received and approved by the governing bodies of the regional councils.
3. CRA requires financial records to be retained for seven years. Each Conference and presbytery is requested to find a space to store the files with the following specifications and information:
  - a. Financial records should be placed in bankers' boxes and clearly labelled year by year.
  - b. The records should be under lock and key, perhaps in a local congregation that has unused space.
  - c. The records should not be stored in a personal location, e.g. the treasurer's basement, attic or garage.
  - d. The records can be held for the entire seven years and shredded at the end of the seven years. Yearly disposition is not required.
  - e. The location of the records should be communicated to Thivan Hoang at [thoang@united-church.ca](mailto:thoang@united-church.ca).
  - f. This process complies with the requirements of the federal privacy act (PIPEDA) and CRA.

Any questions can be directed to Erik Mathiesen at [emathiesen@united-church.ca](mailto:emathiesen@united-church.ca).

\* Conferences and presbyteries could, if they wished, wind down their financial operations early, e.g. completing financial transfers by November 30. This would shorten the amount of time required to complete the final tasks.

## Questions

If you have any questions, including about electronic records, please contact [archives@united-church.ca](mailto:archives@united-church.ca) or speak to your local archivist at <https://www.unitedchurcharchives.ca/welcome/united-church-of-canada-archives-network/>.

We plan to offer a webinar in the fall to discuss archiving and what to do with artifacts that cannot be sent to archival locations.