

## **PRESBYTERIAN CHURCH (U.S.A.), A CORPORATION POLICY ON RECORD MANAGEMENT POLICY**

It is the policy of the Board of the Presbyterian Church (U.S.A.), A Corporation ("A Corporation") that the Secretary of the Board keep the official record of Board meetings. Documents other than the official record used in preparation for or at Board meetings, whether in paper or electronic format, are considered "working files" of a Director or A Corporation employee. These working files include, but are not limited to: agendas, attachments, reports, action items, motions, minutes, presentations, agreements, draft documents, and any hand-written notes a director takes preparing for and participating in Board meetings.

The minutes of Board meetings maintained by the Secretary, which include the records of the various Committees as appendices, are the official record of the meeting and are available on the Board's webpage along with other A Corporation documents ("Minutes"). The Minutes maintained by the Secretary will be maintained consistent with the records retention policies and schedules of the General Assembly, the A Corporation, and the Department of History, including the Office of the General Assembly retention schedule.

Working files that are held by individual Directors as they participate in the work of the Board should not be maintained after the working files have served their purpose for decision-making and participation of Directors in Board meetings. Those working files should be destroyed. Paper records in working files should be shredded; electronic records in working files should be deleted. Materials not specific to the A Corporation, such as educational materials distributed from time-to-time, may be retained by Directors for personal use.

If a Director wishes, paper records may be surrendered to the Secretary at any Board meeting and the Secretary will ensure that the records are destroyed. The Information Technology Department of the A Corporation is available to help Directors who need assistance in deleting computer files from their personal or work computers.

The only exception to this Policy is when a "legal hold" is put on Board documents by in-house or outside legal counsel. If the Board is required to put a legal hold on working files, a notice will be provided to each Director advising them to hold onto all paper and electronic documents and records and to suspend their normal destruction practices including those practices included in this policy. In the event of litigation in which the A Corporation is named as a party, if the A Corporation in-house counsel or outside counsel requests working files or emails from a Director, all Directors are expected to and should cooperate and provide or allow access to those files and emails, both hard copy and electronic.

Each Directors has been provided an official Presbyterian Church (U.S.A.) ("PCUSA") email address for use for official business of the Board and the A Corporation. Directors should not use other personal or work email addresses for official Board or A Corporation business. Directors may, however, set up their PCUSA email address so that emails sent to that address are forwarded to a different address for the convenience of the Director. If a Director uses such a procedure, all emails sent from the address used as a forward address must include a copy to the Director's PCUSA email address. Beginning in 2019 and annually thereafter, Directors will be required to sign a form disclosing any forwarding address and to acknowledging their awareness of, and compliance with, these policies.

This Policy applies to current Directors as well as former Directors. It also applies to working files of Directors related to meetings of Board Committees.

*Approved by the Board of Directors  
of the Presbyterian Church (U.S.A.), A Corporation, December 14, 2018*