

**RECORDS RETENTION POLICY
FOR BOARD OF ORDAINED MINISTRY PERSONNEL FILES
SOUTH CAROLINA CONFERENCE**

All materials related to candidacy shall be retained until election to associate clergy membership or full clergy membership. Upon election to associate clergy membership or full clergy membership in the annual conference, the personnel file maintained by the Office of Clergy Services and the personnel file maintained by the district office of each newly elected clergy member shall be purged of materials related to their candidacy. The materials to be destroyed include: sermons, Bible studies, theology and doctrine answers, responses to questions by the Call and Disciplined Life Committee, credit checks, medical evaluations, mentor reports, and other materials clearly related to the candidacy process.

Materials from the candidacy process to be retained in the conference personnel file and the district personnel file shall include: transcripts from schools, psychological examinations and criminal background checks.

Other materials to be retained in the conference personnel file shall include: biographical information forms, correspondence to or from the referent, information related to status changes, and appointment information.

To comply with Safe Sanctuaries requirements, a criminal background check shall be conducted on all active clergy every three years. Each personnel file maintained by the Office of Clergy Services shall always include the results of the most recent criminal background check together with the background checks related to the candidacy process. Other background checks shall be destroyed.

Upon the retirement of a clergy member of the annual conference, or upon the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file shall be placed, together, in the "Retired" or "Discontinued" files of the Office of Clergy Services.

Upon the tenth anniversary of the retirement of a clergy member of the annual conference, or upon the tenth anniversary of the termination of their conference membership, their Board of Ordained Ministry personnel file, their district personnel file, and their supervisory file, shall be scanned and stored in digital form, and the paper version of their files shall be destroyed.

Two years after the death of a clergy member of the annual conference, their records shall be destroyed. However, no records shall be destroyed until a minimum of twenty-five years following their retirement.

In the case of clergy whose conference membership has been terminated, their records shall be destroyed when they would have reached the mandatory retirement age. However, no records shall be destroyed until a minimum of twenty-five years following the termination of their conference membership.