

Christ Church Episcopal

Records Management

Policy: VII. D.

Initiated: 06.12.21

Revised:

Policies, job descriptions, and committee functions shall:

- Be backed up regularly and maintained on a separate hard drive from that of the office computer, and in the manual, and in a cloud-based system.
- Be maintained along with all other church records in the office at Christ Church. This change is necessary for continuity, for effective church leadership, and is sound business policy.
- Be reviewed and evaluated for revision annually at an established time by a designated person and reported back to the vestry.
- Be brought together in a consistent format by a Protocols Committee appointed by the priest and cataloged for easy access for review by legal counsel to assure consistency with Diocesan Policy and state law.