

**First Unitarian Universalist Church of Detroit**  
Policy of the Board of Trustees

**Policy: Record Keeping**

**Trustee / Portfolio:**

**Drafted:** January 30, 2009

**Adopted:** February 26, 2009

**Revised:**

The following Official Church Records shall be maintained by the board, appropriate committees, and staff in a timely manner that corresponds with the fiscal year, program year, and calendar year in accordance with the obligations required by each.

Official Church Records shall include the following:

1. The membership book
2. The church directory
3. All minutes of the board and board-approved committees of the church, as available.
4. All monthly, quarterly, and yearly church financial statements that are prepared and available for inspection, whether audited or unaudited.
5. The constitution, bylaws, and Articles of Incorporation.
6. All written materials and electronic documents which are prepared by the staff of the church under instructions from the board, except where individual privacy rights will be affected.
7. All written and electronic documents policy and procedures, memoranda or other writing approved by the board in its official capacity.