THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Use and Retention of Records and Reports—Stake or District (United States and Canada)

5/07 06498 The current record-keeping materials for stakes and districts are listed below, along with brief instructions for their use and retention. Distribution information, where applicable, is in italics.

After the retention period, completely destroy records and reports in such a way that the information cannot be retrieved or reconstructed. Destroy outdated, unused forms; check the date at the bottom of the form, and keep only the forms with the latest date. Destroy all previous Use and Retention of Records and Reports lists (those dated earlier than 5/07).

For general record-keeping instructions, refer to the "Records and Reports" section of the *Church Handbook of Instructions, Book 1: Stake Presidencies and Bishoprics* (2006).

Title and item number	Latest date	Use and distribution	Retention and disposition
Financial			
Church Unit Checking Account checks and check stubs	NA	Use checks to pay stake or district expenses. Attach stubs to expense records.	Keep stubs and expense records for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy them.
Church Unit Financial Statement	NA	A record of checking account transactions. Use to reconcile with MLS* monthly. *Receive from Church headquarters each month. Also available in MLS.* *Member and Leader Services software	Keep for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy.
Financial reports and printouts from MLS	NA	Use as indicated in MLS.	Keep for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy.
Internal Record of Purchase/Service	NA	Use to verify items charged to the stake or district by Church departments or Distribution Services. *Receive from Church headquarters.*	Keep for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy.
Order Form (33360)	6/05	Use to order items from Distribution Services.	Keep copies for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy them.
Outstanding Checks—Annual Report (34579)	2/06	Use to report outstanding checks more than six months old. Used only in the United States. *Send to Church headquarters with the Outstanding Checks—Stake or District Summary form (35769).*	Keep copies for the current year and the previous three years. Then destroy them.
Outstanding Checks—Stake or District Summary (35769)	2/06	Prepare using information from the stake or district and ward or branch Outstanding Checks—Annual Report forms (34579). Used only in the United States. *Send to Church headquarters with the stake or district and ward or branch forms.*	Keep copies for the current year and the previous three years. Then destroy them.
Signature Card (MLS or 31623)	10/98	Use to record signatures for the stake's or district's Church Unit Checking Account. *Send to Church headquarters.*	Keep a photocopy to identify the current signers. When there are new signers, complete and submit a new card, and destroy the old one.
Stake and District Financial Summary	NA	Use to monitor stake or district and ward or branch Church Unit Checking Account activity. *Receive from Church headquarters each month.*	Keep for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy.

Title and item number	Latest date	Use and distribution	Retention and disposition
Stake or District Financial Audit (34246), Ward or Branch Financial Audit (34244), Family History Center Financial Audit (36314) (The financial audit forms are also available in MLS.)	11/06, 11/06, 7/07	Use to audit the financial records of the stake or district, the wards and branches, and family history centers (as applicable) twice a year. *Send the originals to the Church Auditing Department at Church headquarters as directed in the audit instructions.*	Keep a file copy of all audits (all parts of each audit form) for the current year and the previous three years. Then destroy.
Tithing and Other Offerings form (31592)	5/01	Use to account for funds received by the stake or district.	Keep the copies with the deposit records for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy them with the deposit records.
Tithing Declaration Report for All Members (MLS)	NA	A report of members' tithing status. *Receive from wards and branches in the stake or district.*	Keep for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy.
Travel and Telephone Reimbursement Request (31563)	10/07	Use to request reimbursement for authorized Church travel and telephone expenses from the stake or district account.	Attach to the corresponding check stubs and keep with the expense records for the current year and either the previous three years (U.S.) or the previous five years (Canada). Then destroy with the expense records.
Historical			
Annual History for Stakes and Districts (32299)	3/01	Use to compile and submit the stake or district and ward or branch annual histories. *Send to the Church Archives no later than January 31 each year.* *Note:* Instructions for preparing the annual history may also be found on **www.lds.org** under **Serving in the Church > Melchizedek Priesthood > Record-Keeping and Auditing Training**.	Keep a copy of the annual history for use by leaders and members of the stake or district.
Officers Sustained—District (MLS or 32301)	4/08	Prepare to be read at district conference according to the instructions on the form. *Give to the district clerk to include in the annual history.*	Retain as part of the district's annual history.
Officers Sustained—Stake (MLS or 32300)	4/08	Prepare to be read at stake conference according to the instructions on the form. *Give to the stake clerk to include in the annual history.*	Retain as part of the stake's annual history.
Membership			
Melchizedek Priesthood Ordination Record and Certificate (MLS or 35858) (The record and certificate are separate in MLS.)	1/07	Prepare for members ordained to the Melchizedek Priesthood. *Give the original certificate to the ordained member. Distribute the completed record according to the instructions on the form.*	If using MLS, keep a copy of the completed record according to the instructions on the form. Then destroy. If not using MLS, keep the specified copy of the completed record until the next audit of membership records has been completed. Then destroy.
Report of Administrative Action (MLS or 32427)	2/07	Use to report a member's request to have his or her name removed from the records of the Church. In mission districts, this form is handled by the mission president. *Send to the Office of the First Presidency.*	After the ward or branch receives notice that the person's name has been removed from Church membership records, destroy all copies of this form.

Title and item number	Latest date	Use and distribution	Retention and disposition
Stake Quarterly Report (MLS)	NA	A compilation of member information from wards and branches in the stake or district. *Receive from Church headquarters each quarter.*	Keep a copy for one year. Then destroy.
Other			
Application to the First Presidency (MLS or 35789)	2/07	Use to complete a member's application for actions that require First Presidency approval. In mission districts, this form is handled by the mission president. Request from the Office of the First Presidency as needed. *Send to the Office of the First Presidency.*	Do not keep a copy of this form. After receiving notification that Church headquarters has received the application, destroy all copies of records related to it.
Letters and notices with new instructions and policies from Church headquarters	NA		Keep until new editions of handbooks are issued or until instructed to discard the letters and notices. Then destroy.
Nonfinancial reports from MLS	NA	Use as indicated in Help in MLS.	Unless noted otherwise (in Help, for example), keep only as long as needed. Then destroy.
Report of Church Disciplinary Action (MLS or 33493)	2/07	Use to report Church disciplinary proceedings and actions. In mission districts, this form is handled by the mission president. *File or submit according to the instructions on the form.*	Keep or destroy, along with all related records, according to the instructions on the form.
Stake and District Organization Application (34203)	2/04	Use to apply for a stake or district reorganization. Request from the Office of the First Presidency as needed. *Send to the member of the Presidency of the Seventy who presides over the area.*	Keep a copy until the reorganization is complete. Then destroy.
Ward and Branch Organization Application (34202)	2/04	Use to apply for a ward or branch reorganization. Request from the Office of the First Presidency as needed. *Send to the member of the Presidency of the Seventy who presides over the area.*	Keep a copy until the reorganization is complete. Then destroy.

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