

TUUC records policy

TUUC records are maintained to allow the congregation to conduct its business in an orderly fashion, and to ensure compliance with any legal requirements.

Records are maintained by staff, officers of the board and/or the board as a whole.

Records available to members of the congregation are generally posted on the congregation website. One notable exception is financial records. An annual financial report is offered at each annual congregational meeting, but is not posted publicly on the website.

Records are retained according to the retention schedule adopted by the board. This policy and the records retention schedule may be periodically amended by the board.

Records may be maintained in either paper or electronic form.

Board documents

Board minutes shall be posted on the TUUC website following approval by the board at the next subsequent meeting.

Communications directed to the board by members of the congregation should not be shared with other members of the congregation unless the author(s) agree.

Working documents of the board remain confidential until they are documented in approved board minutes. Interested parties may request copies of documents from the board secretary. Disclosure is at the discretion of the board.