

# *Assemblies Of The Lord Jesus Christ*

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## **RECORDS TRANSFER POLICY AND FORM**

Each district, district section, department or national office will create, hold and maintain different types of records specific to their function. Therefore, the following general policy for records shall apply. *Any official act performed in the name of the district, district section, department or national office that was done in writing or documented on a district, district section, department or national form, was done in the name of, and belongs to the Assemblies of the Lord Jesus Christ.* All of the records that fall under this policy and each office's financial records and bank statements, shall be retained and maintained in the files and/or electronic media of each office. If files are maintained in electronic media only, the program necessary to open, read and print files created by the program must also be retained with the records on electronic media, along with the license to install and operate the program; except for files maintained electronically by an institution, such as a bank.

All existing equipment and assets- except disposable supplies- purchased with applicable office funds belong to that office and must be turned over to the incoming officer.

A detailed inventory of the equipment and assets must be created and maintained in order to assure that all equipment and assets are properly identified and controlled. Arrangements must be made within the applicable office to dispose of assets that have been identified and categorized as having exhausted their useful life, or which are part of the remuneration given to the outgoing office holder. The applicable office shall create and retain the asset list of items so dispositioned.

### **Print the names and title clearly in the following lines.**

I, (*Outgoing officer*) \_\_\_\_\_ hereby declare that to the best of my knowledge, all funds, records, equipment and assets entrusted to my care and oversight while serving as (*Office title*) \_\_\_\_\_, have been inventoried and accounted for, and that equipment or assets that have exhausted their useful life, have been identified and their disposition has been recorded and filed.

I hereby transfer all funds, records, equipment and assets to (*Incoming officer*) \_\_\_\_\_.

### **Transfer and receipt acknowledgement. Both sign below.**

**Outgoing Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Incoming Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Attach: 1) Inventory list; 2) Asset disposition list; and 3) Any other relevant information to this form. Keep the original with the applicable office records and mail a copy to headquarters. A copy should also be sent to the District Secretary for district officers.***