



Supervisory & Personnel Files

Reminders:

1. All clergy have two sets of files – personnel and supervision. They are separate files and maintained by different annual conference offices.
2. Supervisory – maintained by bishop/district superintendent; personnel maintained by conference secretary (or another appointed officer).
3. All files are confidential. Access is restricted to officers and conference positions listed in the GCFA guidelines and *Book of Discipline*.
4. Paper files must be stored in a secure, fire safe location. Consider digital backup.

Contents:

	Type of Information	Both Files	Supervisory	Personnel
1	Administrative Fair Process Requests and Notes			
2	Appointment Information			
3	Background Checks			
4	Biographical Information (Census/Family Data/Directory)			
5	Candidacy/Licensing/Ordination Application Materials			
6	Complaint Procedures Records			
7	Conference Relationship Information			
8	Disclosure Statement (¶ 324.12)			
9	DS Appraisals and Summaries			
10	Eight-Year Assessment Report (¶ 349.3)			
11	Evaluative Information			
12	Letters/Comments from Appointment Setting			
13	Optional Data			
14	Psychological Assessment Report			
15	Record of Candidacy/Licensing/Membership Decisions			
16	Status Change Requests and Notes – Voluntary and Involuntary			
17	Surrendered Credentials (copy/notes/receipt)			
18	Surrendered Credentials (original certificates)			
19	Trial Documents (¶ 2713.5)			