

RECORD RETENTION GUIDE

<u>Record Name</u>	<u>Retention Period</u>
Accounts payable invoices	6 years
Accounts payable ledger	Continuing Record
Accounts receivable ledger	6 years
Audit reports, annual	Permanent
Audit reports, periodic	2 years
Bank deposit slips	6 years
Bank statements and reconciliations	6 years
Bonds (i.e. Treasurer's Bond Receipts)	3 years after termination
Budgets	3 years
Bylaws	Permanent
Cancelled checks	6 years
Cash receipt records	6 years
Charter	Permanent
Contracts	Permanent
Correspondence, general	1 year
Depreciation schedules	Permanent
Detailed fixed asset records	Permanent
Disciplinary Action file	Permanent
Election of Officer reports	6 years
Employee records	4 years
Employee contracts	6 years after termination
Employee accident reports	30 years after settlement
Employee insurance records	11 years after termination
Employee termination	5 years
Expense vouchers	6 years
Financial reports, annual	Permanent
Financial reports, periodic	3 years
Garnishments	5 years
General Ledger	Permanent
General Orders	1 year
Incorporation papers	Permanent
Inspection reports	3 years
Insurance records, general	Policy expiration
Inventory records	Permanent
Lease records	6 years after termination
Membership Applications, Annual and Life	Permanent*
Membership Dues Record Cards	Permanent*
Membership Listings	6 years*
Minutes of Auxiliary meetings	6 years**
Monthly Maintenance Journals	3 years*
Payroll register	4 years
Perpetual Charter	Permanent

Petty cash records	6 years
Policy and rulings	Permanent
Postal records	1 year after end of fiscal yr
Program chairman annual reports	6 years
Shipping and receiving records	6 years
Tax records	Permanent
Treasurer reports, monthly	6 years***

* **Membership applications** should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value. Deceased members' application cards should be retained for 6 years or until the member has reached 120 years of age.

***Dues record cards** would be the only record an Auxiliary would have to prove continuous membership without going back through years of Monthly Maintenance Journals or membership listings. Active and inactive members may be kept separate, but an Auxiliary should have a permanent record of every member that has paid dues to the Auxiliary.

***Membership Listings** may be destroyed after 6 years ONLY if ALL membership dues record cards are permanently retained and updated to reflect each Monthly maintenance journal date.

***Monthly maintenance journals** may be destroyed after 3 years ONLY if an updated membership listing is maintained as explained above. The membership listing must be updated for each payment or change and indicate the Monthly Maintenance Journal Date.

** In some instances, it may be advisable to retain the **minutes of Auxiliary meetings** PERMANENTLY when these minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Auxiliary Standing Rules, and the minutes would only be of minor historical significance.

*** **Monthly Treasurer reports** usually prove to be "dead files" once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of 6 years, should a detailed reconstruction of the Auxiliary's financial situation be required by an auditor or the IRS.