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Records Destruction Calendar

Society of California Archivists, Inc.							
Records Destruction Calendar							
for Years 1995 - 2000							
Series #	Records Series	1995	1996	1997	1998	1999	2000
1	Accounts Payable	1991 and older	1992	1993	1994	1995	1996
2	Accounts Receivable	1991 and older	1992	1993	1994	1995	1996
3	Annual Financial Report/General Account	Perm	Perm	Perm	Perm	Perm	Perm
4	Association History	Perm	Perm	Perm	Perm	Perm	Perm
5	Audits - Internal and External	1989 and older	1990	1991	1992	1993	1994
6	Balance Sheets/Income Statements	1991 and older	1992	1993	1994	1995	1996
7	Bank Records	1991 and older	1992	1993	1994	1995	1996
8	Budgets	1991 and older	1992	1993	1994	1995	1996
9	By-laws/Incorporation Papers/Non-profit Status Paper	Perm	Perm	Perm	Perm	Perm	Perm
10	Contracts/Agreements (expired)	1989 and older	1990	1991	1992	1993	1994
11	Copyrights, Trademarks, and Logo	Perm	Perm	Perm	Perm	Perm	Perm
12	Corporate Seal	Perm	Perm	Perm	Perm	Perm	Perm
13	Correspondence	1991 and older	1992	1993	1994	1995	1996
14a	Elections - Ballots	8 mos after 1995 election	8 mos after 1996 election	8 mos after 1997 election	8 mos after 1998 election	8 mos after 1999 election	8 mos after 2000 election
14b	Elections - Nominations	1991 and older	1992	1993	1994	1995	1996
15	Government Reports	1991 and older	1992	1993	1994	1995	1996
	<i>Handbook see Association History</i>						
16	Insurance	Perm	Perm	Perm	Perm	Perm	Perm
	<i>Logo see Copyrights, Trademarks, and Logo</i>						
17	Membership Roster & Updates	Perm	Perm	Perm	Perm	Perm	Perm
18	Minutes/Resolutions	Perm	Perm	Perm	Perm	Perm	Perm
	<i>Non-Profit Status see Bylaws, etc.</i>						
	<i>Organization Charts see Association History</i>						
	<i>Policies &amp; Procedures see Association History</i>						
19	Promotional Information	Perm	Perm	Perm	Perm	Perm	Perm
20	Publications	Perm	Perm	Perm	Perm	Perm	Perm
21	Reports and Surveys	Perm	Perm	Perm	Perm	Perm	Perm
	<i>Resolutions see Minutes/Resolutions</i>						
	<i>Scholarship Applications see Correspondence/Subject</i>						
22	Working Papers	After ref	After ref	After ref	After ref	After ref	After ref

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07/2016 Ilc, 01/2018 Ilc, 02/2018 Ilc, 06/2018 Ilc, 05/2019 Ilc