

Records Retention Schedule and Vital Records Listing

Series #	Records Series	Responsible Officer	Retention Period	Legal Citation	To Society Archives (yes/no)	Vital (yes/no)	Comments/Suggestions
1	Accounts Payable	Treasurer	3 yrs	26 CFR 1.6001-1	No	Yes	passed along
2	Accounts Receivable	Treasurer	3 yrs	Admin	No	Yes	passed along
3	Annual Financial Report/General Account	Treasurer	Perm	Admin	Yes	No	keep 1-2 years; then to Archives
4	Association History	President	Perm	Admin	Yes	No	handbook is revised every 5 years, updates should be sent to Archives annually, refer to Section 4-4, No. 7 in handbook
5	Audits - Internal and External	Vice-President	5 yrs	26 CFR 1.6001-1/Admin	No	No	passed along
6	Balance Sheets/Income Statements	Treasurer	3 yrs	Admin	No	Yes	passed along
7	Bank Records	Treasurer	3 yrs	Admin	No	Yes	passed along
8	Budgets	President	3 yrs	Admin	Yes	No	send 1 final budget to Archives
9	By-laws/Incorporation Papers/Non-profit Status Paper	Secretary	Perm	Admin	Yes	Yes	safe deposit box
10	Contracts/Agreements	Secretary	Current + 5 yrs	Admin	No	Yes	while in effect contracts are vital
11	Copyrights, Trademarks, and Logo	Secretary	Perm	Admin	Yes	Yes	safe deposit box
12	Corporate Seal	Secretary	Perm	Admin	No	Yes	passed along
13	Correspondence	Various	3 yrs	Admin	No	No	passed along; subject to historical review
	<i>Deposit Slips see Bank Records</i>						
14a	Elections - Ballots	Secretary	8 mos	Handbook	No	No	
14b	Elections - Nominations	Secretary	3 yrs	Admin	No	No	passed along
15	Government Reports	Treasurer	3 yrs	26 CFR 1.6001-1	No	No	
	<i>Handbook see Association History</i>						
							1-4-3Table.docx rev 07/2016
Notes:			Abbreviations:				
	• "Passed along" indicates records are to be held by the appropriate director and transferred to successor director until retention period has been met		yrs	- years			
			mos	- months			
	• Many records series are vital only while current		Perm	- Permanent record			
	• Legal Citations with CFR refer to the Code of Federal Regulations		Admin	- Administrative Decision			
			Ref	- Reference (documents with this retention period are usually kept until completion of project [plus 1 year]; such documents are subject to annual review)			

1-9-4
Records Retention Schedule

Records Retention Schedule and Vital Records Listing

Series #	Records Series	Responsible Officer	Retention Period	Legal Citation	To Society Archives (yes/no)	Vital (yes/no)	Comments/Suggestions
16	Insurance <i>Logo see Copyrights, Trademarks, and Logo</i>	Treasurer	Perm	Admin	No	Yes	safe deposit box
17	Membership Roster & Updates	Membership	Perm	Admin	Yes	Yes	current + 1 yr passed along; older rosters to Archives
18	Minutes/Resolutions <i>Non-Profit Status see Bylaws, etc.</i> <i>Organization Charts see Association History</i> <i>Policies & Procedures see Association History</i>	Secretary	Perm	Admin	Yes	Yes	original to Archives; one set passed along; microfilm for security
19	Promotional Information	Program	Perm	Admin	Yes	No	1-2 copies to Archives
20	Publications	Program	Perm	Admin	Yes	No	1-2 copies to Archives
21	Reports and Surveys <i>Resolutions see Minutes/Resolutions</i> <i>Scholarship Applications see Correspondence/Subject</i>	Secretary	Perm	Admin	Yes	No	year end and special reports, for surveys do not include individual responses
22	Working Papers	Various	Ref	Admin	No	No	review annually
1-4-3Table.docx rev 07/2016							
Notes:			Abbreviations:				
• "Passed along" indicates records are to be held by the appropriate director and transferred to successor director until retention period has been met			yrs	- years			
			mos	- months			
• Many records series are vital only while current			Perm	- Permanent record			
• Legal Citations with CFR refer to the Code of Federal Regulations			Admin	- Administrative Decision			
			Ref	- Reference (documents with this retention period are usually kept until completion of project [plus 1 year]; such documents are subject to annual review)			

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