

# Chapter Document Retention Guide

## Accounting

Auditors' Reports	7
Budgets	3**
Canceled Checks	P
Accounts Receivable & Payable Records	7
Expenditure Requests	7
Inventory Lists	7
Invoices	7
Membership Names and Addresses	Current
Officer/Employee Expense Reports	3**
Pay Roll Records (Journal, W-2, W-4)	3

## Correspondence

General, routine	3
Notes (Internal reports, memos, etc.)	3
Written communications to members	3

## Insurance

Accident reports	7
Insurance policies	P

## Legal

Annual reports (2 yr reports)	P
Affiliate Agreement with National	P
Articles of Incorporation	P
All Approved Board minutes	P
Bylaws	P
Claims and litigation files	P*
Contracts, generally Expiration	+7
Contracts, sales (UCC)	7
Policies	P

\* CMSA copies of all pleadings, key briefs and motions, court orders and opinions of record on dispositive motions and hearings, any attorney-client confidential privileged communications, all original witness statements and affidavits, exhibits, and settlement agreements/contracts need to be kept permanently. Mere drafts of various and routine pleadings, motions, and briefs, as well as multiple copies of business documents, need not be retained.

\*\* Number of years refers to a number of years AFTER the Form 990 is filed for that year.