

## **AIA CENTRAL NEW JERSEY DOCUMENT DESTRUCTION AND RECORDS RETENTION POLICY**

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### **Category 1**

The following documents should be held permanently:

- A. Bylaws / Articles of Incorporation
- B. Executive Committee (ExCom) minutes
- C. Award history
- D. IRS determination letter
- E. Copies of 990-N e-Postcards as filed & related correspondence
- F. Insurance policies and claim records
- G. New Jersey Secretary of State filings
- H. Annual officer roster

### **Category 2**

The following records should be held for ten years after expiration:

- A. Contracts
- B. Leases

### **Category 3**

The following records should be held for seven years:

- A. Bank statements
- B. Bank reconciliation
- C. Deposit slips
- D. Sales records and journals
- E. Other records relating to revenue
- F. Officer or approved member expense reports and records relating to travel and entertainment expenses

### **Category 4**

The following records should be held for three years:

- A. Cancelled checks
- B. Paid vendor invoices
- C. Continuing education reporting forms

All Category 1 documents shall be scanned, and electronic files shall be maintained in two storage formats:

- A. Via a shared "Dropbox" online folder maintained and accessible by local chapter officers
- B. CD-ROM or USB.

All Category 2, 3, and 4 records that have exceeded the retention guidelines will be shredded, unless they are related to any pending or threatened litigation, in which case they shall be maintained until the matter is fully resolved.

-November 2023