



Pacific Northwest Chapter

Document Retention and Destruction Policy

1. **Policy and Purposes.** This policy represents the policy of Pacific Northwest Chapter with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Chapter as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the Chapter reserves the right to revise or revoke this Policy at any time.

2. **Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards of document integrity, including guidelines for handling all electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the Chapter.

3. **Document Retention Schedule.** (Periods are suggested but are not necessarily a substitute for counsel’s own research and determination as to appropriate periods.)

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable	7 Years
Accounts Receivable	7 Years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 Years
Canceled Checks—routine	7 Years

Canceled Checks—special, such as loan repayment	Permanent
Credit Card Receipts	3 Years
General Ledger	Permanent
Interim Financial Statements	7 Years

Contributions/Gifts/Grants

Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 Years after End of Grant Period

Corporate and Exemption

Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Other Corporate Filings	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

Correspondence and Internal Memoranda

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal Memoranda relating to routine matters with no lasting significance	Two Years
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Correspondence and internal memoranda important to the Chapter or having lasting significance	Permanent, subject to review
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Electronic Mail (Email) to or from the Chapter

Electronic mail (emails) relating to a particular document otherwise addressed in this schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

Emailed considered important to the Chapter or of lasting significance should be printed and stored in a central repository	Permanent, subject to review
Emails not included in either of the above categories	12 months

Electronically Stored Documents

Electronically stored documents (e.g., in pdf, text, or other electronic format) comprising or relating to a particular document otherwise addressed in the Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the Chapter or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).

Permanent

Electronically stored documents not included
In either of the above categories

Two Years

Insurance

Insurance Claims Records

Permanent

Legal and Contracts

Contracts, related correspondence and other support documentation
Legal Correspondence

10 Years after Termination

Permanent

Management and Miscellaneous

Strategic Plans
Disaster Recovery Plan
Policies and Procedures Manual

7 Years after Expiration

7 Years after Replacement

Current version with revision history

Property—Real, Personal and Intellectual

Real Property Leases

Permanent

Personal Property Leases

10 Years after Termination

Trademarks, Copyrights and Patents

Permanent

Tax

Tax exemption documents & correspondence

Permanent

IRS Rulings

Permanent

Tax Returns

Permanent

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