

Sample Document Retention Schedule

File Category	Record	Recommended Retention Period
Union Records	Constitution and Bylaws (including all amendments)	Permanently
	Conflict-of-interest disclosure forms	Permanently
	Correspondence (legal and important matters)	Permanently
	Meeting minutes (board and committee meetings)	Permanently
Tax Records	Tax-exemption documents and related correspondence	Permanently
	Tax returns and worksheets, revenue agents' reports and other documents relating to determination of income tax liability	Permanently
Finance and Administration Records	Accounts payable ledgers and schedules	7 years
	Accounts receivable ledgers and schedules	7 years
	Approved budget	7 years
	Audit reports (internal)	7 years
	Audit reports (external) including work papers and other documents that relate to the audit	Permanently
	Bank statements and reconciliations	7 years
	Chart of accounts	Permanently
	Canceled checks (except as noted below)	7 years
	Canceled checks (for important payments, such as taxes, purchase, property, special contracts, etc.). Checks should be filed with the papers pertaining to the underlying transaction.	Permanently
	Check registers and books	7 years
	Contracts and leases (expired)	7 years
	Contracts and leases (still in effect)	Permanently
	Depreciation schedules	Permanently
	Financial statements (end of year)	Permanently
	Financial operating policies	Permanently
	General ledgers and end of year trial balance	Permanently
Invoices to customers	7 years	

File Category	Record	Recommended Retention Period
	Invoices from vendors	7 years
	Membership rosters	7 years
	Membership applications and renewal forms (prior to 2017-18)	7 years
	Membership applications and renewal forms (beginning 2017-18 and going forward)	Permanently
	Payroll records and summaries	7 years
	Vouchers for payments to vendors, employees, etc. (includes reimbursement of employees, officers, etc. for meals, travel expenses)	7 years
Human Resources	Employee personnel records (after termination)	Permanently
	Employment applications (if not hired)	3 years
	Employment tax records (withheld income taxes, FICA, unemployment, etc.)	7 years
	Time sheets and activity reports	7 years
Insurance Records	Accident reports and claims	7 years
	Current accident reports, claims, policies etc.	Permanently
	Insurance records	7 years
	Insurance policies (expired)	3 years
Property/Real Estate	Deeds, mortgages and bills of sale	Permanently
	Property records – including costs, depreciation reserves, end of year trial balances, depreciation schedules, blueprints, and plans	Permanently
	Property appraisals by outside appraisers	Permanently

Please contact us if you have a question regarding a document not listed on the above table.