

Record Retention Schedule

ORGANIZATIONAL RECORDS	
Articles of Incorporation	Permanent
Annual financial statements including financial statements and compliance audit reports	Permanent
By-Laws and all amendments thereon	Permanent
Business Licenses	Permanent
Correspondence - General - Legal - Members or constituents	6 years Permanent 6 years
Federal, state and local exemption applications including related correspondence	Permanent
Minutes of the Board of Directors and any committee with similar responsibilities	Permanent
Patents, trademarks and other intangibles	Permanent
Training Manuals	Permanent
INSURANCE RECORDS	
Insurance policies	6 years
Settled insurance claims	3 years
TAX RETURNS	
Income tax and informational (990, 5500)	Permanent
Other federal/state forms (1099s, 1096, 942, etc.	6 years
Payroll taxes - W2 and W3 - Form 941 - State withholding forms - State unemployment returns	Permanent 6 years 6 years 6 years
Testing and compliance documentation for employee benefit plans	6 years
PERSONNEL	
Benefit plan documents and related modifications	Permanent
Employment contracts or similar documentation, pay history and related	6 years (after termination of employment)

information and payroll election form for benefits including: <ul style="list-style-type: none"> - Pension - Health coverage - Other benefits 	
Federal forms (W-4, I-9, etc.)	6 years
Garnishment agreements and related correspondence	6 years after completion
Summary Annual Reports	Permanent

ACCOUNTING RECORDS	
Annual budgets and approved revisions thereon	3 years
Bank reconciliations	3 years
Bank statements and related cancelled checks, bank credits and debits	6 years
Books of original entries, such as <ul style="list-style-type: none"> - Cash receipts/Accounts Receivable - Cash disbursements/Accounts Payable - Sales - Purchases 	6 years for all
Chart of Accounts	6 years
Contracts, leases and similar agreements – relating to purchase and sale of assets	6 years (after disposition of asset)
Depreciation records	6 years
General and subsidiary ledgers	6 years
Internal and interim financial statements	6 years
Investment custodial and advisory statements	6 years
Vendor invoice and other supporting documentation	6 years