

## Suggested Club Record Retention Periods

---

*Please note that all suggested retention periods listed as 1-5 years are only suggestions, and that the club should follow any pertinent municipal, state/provincial, or national regulations to determine their retention periods. In general, for business and financial records the minimum they should be kept is 3 years and the maximum is 7 years, with 5 years being the preferred period of retention for many institutions and organizations. Items that should be kept permanently will become the club's archives.*

<u>Series/records type</u>	<u>How long to keep</u>
Accounts payable records includes check vouchers, bills, notes and correspondence regarding payments	5 years
Bank statements and deposit slips	5 years
Journal entries and/or subsidiary ledgers detailed records showing accounts receivable and accounts payable for specific funds or budget lines	5 years
Cancelled checks and check registers	5 years
Contracts	6 years after fulfillment
Paid-off certificates of deposit	5 years
Tax returns (the length of retention is at the discretion of the club)	5 years- permanent
Unsuccessful applications for awards or recognition for club-level awards such as Live Your Dream Awards, Violet Richardson Awards and any other awards/scholarships specific to the club. <b>NOTE:</b> forms may Social Security Numbers on them, and this is PRIVATE information. Forms containing any SSNs should be shredded after one year.	1 year
Charter documents	permanent

Group Exemption paperwork (IRS 501(c)(3)designations)	permanent
Minutes (board of directors and general meetings) also includes agendas for meetings and attachments to the minutes	permanent
Committee records includes all committee types: ad-hoc, standing, technical, program please note that committee <i>reports</i> often are included in the minutes as attachments	permanent
Audited financial reports	permanent
Treasurer's reports and/or general ledgers	permanent
Club bylaws, procedures, policies	permanent
Club directories/rosters	permanent
Project files (service and fundraising projects)	permanent
Club newsletter	permanent
Successful applications for awards or recognition for club-level awards such as Live Your Dream Awards, Violet Richardson Awards, and any other awards/scholarships specific to the club. <b>NOTE:</b> forms may have Social Security Numbers on them, and this is PRIVATE information. It is suggested that you black out any SSNs on application copies kept for club use.	permanent
Photographs of club personalities/events	permanent
Artifacts or memorabilia gifts, pins, awards/certificates received by the club club should decide on a case by case basis what it can or should save on a permanent basis	5 years- permanent
Scrapbooks for club presidents* or of club events *Scrapbooks prepared for presidents as a reminder of their time in office <i>should not include original letters, documents, etc.</i> These records should remain part of the club's archives. It is also suggested that the scrapbooks be returned to the club archives after the former club president has no space or use for them.	permanent
Correspondence Correspondence should be of a <i>substantive</i> nature; that is, showing the development of policies, projects, the club's stand on advocacy or community issues, and highlighting the club's relationships within the	permanent

community or the Soroptimist organization. General transmittal correspondence, thank you notes, and other social correspondence generally are not considered “substantive” and should be disposed of when they are no longer necessary to administer club activities.

#### Clippings

permanent

newspaper or local journal articles that describe club projects, advocacy efforts, or club/community history; newspaper clippings will probably need to be photocopied in order to keep permanently due to the rapid disintegration of standard newsprint

#### Records destruction authorizations

10 years-  
permanent

Once your records retention program is set up, periodic destruction of records that have fulfilled their retention will be necessary. Authorization should be in writing. Shredding is the suggested method of destruction.