

Subject: Local Association Record Retention

- A. - Financial records: Retain for 7 Years
- B. - Account Ledgers: - Retain - Permanent
- C. - Bank Books, statements, checks, deposit slips, etc: Retain 7 Years
- D. - Yearly Financial Report: Retain 7 Years
- E. - Relief Applications: Retain 7 Years
- F. - Correspondence: Retain 3 Years
- G. - Minutes: Retain - Permanent
- H. - Membership records (Master List): Retain 2 Years
- I. - Abridged Minutes Reports: Retain 1 Year
- J. - Active Membership Report (Green Sheets): Retain 2 Years

Should you have any questions on the above or any other items, please call the office.