

SSWLHC Document Retention Policy

Type of Document	Retention Period	Disposal Method
1. Accounting Records		
• Accounts Payable and Receivable	Seven (7) years	Shred
• Audit Reports	Indefinite	
• Chart of Accounts	Indefinite	
• Depreciation Schedules	Indefinite	
• Expense Records	Seven (7) years	Shred
• Annual Financial Records	Indefinite	
• Fixed Asset Purchases	Indefinite	
• General Ledger	Indefinite	
• Inventory Records	Seven (7) years	Shred
• Loan Payment Schedule	Seven (7) years	Shred
• Purchase Orders (1 copy)	Seven (7) years	Shred
• Sales Records	Seven (7) years	Shred
• Tax Returns	Indefinite	
• Bank Reconciliations	Two (2) Years	Shred
• Bank Statements	Seven (7) years	Shred
• Cancelled or Substitute Checks	Seven (7) years	Shred
• Electronic Payment Records	Seven (7) years	Shred
2. Articles of incorporation, deeds, title documents, bylaws and related correspondence	Indefinite	
3. Business conditions reports (periodic)	Two (2) years	Shred
4. Hotel contracts	Two (2) years after the meeting	Shred
5. Contracts with consultants and clients	Six years after completion	Shred
6. Copyrights, trademark registrations, patents, advertising materials, logos	Indefinite	
7. Correspondence (general)	Thirteen (13) months (except historical - then indefinite)	Shred/Delete
8. Inquiries, literature requests, change of address	Six (6) months	Shred/Delete
9. Insurance policies and contracts	Indefinite	
10. Literature, pamphlets, speeches, brochures and other material	Discretionary, but minimum of 13 months (use good judgment)	Shred/Delete

11. Membership Applications	Indefinite	
12. Membership correspondence	Two (2) years all documents	Shred
13. Minutes of board of directors meetings	Indefinite	
14. Minutes of committee meetings	Six(6) years	Shred/Delete
15. Applications for employment	Three (3) years	Shred
16. Employee files	Seven (7) years after completion	Shred
17. Payroll	Seven (7) years	Shred
18. Surveys (where membership is polled)	Three (3) years after next similar survey	Shred/Delete
19. Surveys (the individual responses received under foregoing surveys and polls)	Three months where membership responses are collated	Shred/Delete
20. Contracts with Management Company	Indefinite	