

<b>Record Title</b>	<b>Description</b>	<b>Record Owner</b>	<b>Active Life</b>	<b>Retention Requirement</b>
<b>Accounts payable and receivable invoices</b>	Paid or unpaid. Electronic storage is acceptable	Treasurer	3 years	6 years
<b>Agendas, Meeting</b>	Board of Director, Membership or Special Meeting Agendas - Electronic storage is acceptable	Secretary	Current Year + 1 year	Current Year + 6
<b>Audit &amp; Work Papers</b>	Including report of Audit & Finance Committee to the Board and a record of any remedial actions requested and taken. Original documents should be retained where available.	Treasurer	Current Year + 1 year	Current Year + 6 years
<b>Banking</b>	Bank or other account statements, deposit slips, online banking information and cancelled checks for all Chapter accounts including, if appropriate, money markets, certificates of deposit, PayPal, etc. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years
<b>Brochures</b>	Marketing, Membership, Promotional, Events - Electronic storage is acceptable	Committee Chair	Current Year + 1 year	Current Year + 6 years
<b>Budget</b>	Including work papers; Copy of any of the Chapter's minutes authorizing change to, or approving expenses outside of, the Chapter's current year's budget. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years
<b>Business Reports</b>	Required annual reporting filing, i.e., good standing, ARMA International Reporting	Treasurer	Current	Life of Chapter
<b>Cash Accounting</b>	Receipts and other records of cash handling. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years
<b>Certificates of Destruction</b>	A certificate of destruction is a legal document showing that all materials that have been handed over to the custody of a document destruction service provider have been destroyed. Original documents should be retained where available.	Secretary	Current Year + 2 years	Life of Chapter
<b>Contracts</b>	Original executed contracts should be retained where available.	Secretary	Active Life + 1 year	Active Life + 1 year
<b>Correspondence</b>	Official correspondence to and from the chapter whether by mail, email or other means	Secretary	Current Year + 1 year	Current Year + 3 years
<b>Disbursements</b>	Invoices, request for expense reimbursement, payments, and other disbursement records. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years
<b>Fund Records</b>	Book of accounts showing receipts and expenditures, which are open at all times for inspection by the Board, officers, and membership. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years

*Unless otherwise indicated on this retention schedule it is the responsibility of each member of the ARMA NNJ Chapter Board of Directors to ensure that the Chapter's business records are appropriately retained in accordance with this schedule and turned over to the successor to your position at the end of your term.*

<b>Record Title</b>	<b>Description</b>	<b>Record Owner</b>	<b>Active Life</b>	<b>Retention Requirement</b>
<b>Governing Documents</b>	Articles of incorporation, bylaws, the declaration or covenants, resolutions, rules and regulations, and guidelines established by the Chapter to regulate its activities. Original documents should be retained where available.	Secretary	Until superseded	Life of Chapter
<b>Insurance Policies</b>	Only for policies issued directly to the Chapter. Original documents should be retained where available.	Treasurer	Active Life + 1 year	Active Life + 6 years
<b>Library Book List</b>	Electronic storage is acceptable	Librarian	Until superseded	
<b>Membership Escrow</b>	ARMA International Escrow Statements and Information. Electronic storage is acceptable	Treasurer	Active Life + 1 year	
<b>Minutes</b>	Minutes recording Board Meetings, Budget Committee and Audit & Finance Committee activities and decisions	Secretary	Current Year + 1 year	Current Year + 6 years
<b>Operations</b>	Manuals, handbooks, committee charters, procedures, job descriptions - Electronic storage is acceptable	President	Until superseded	Until Superseded + 6 Years
<b>Photos, Press Releases</b>	Electronic storage is acceptable	Technology Liaison	Current	Current Year + 5 years
<b>Board &amp; Committee Reports</b>	Committee, Board or other reports distributed to the executive leadership should be kept together with the minutes of the relevant meeting where possible. All other reports should be provided to the secretary for safekeeping. NOTE: For required annual reporting filing, i.e., good standing, tax, HQ, see Business Reports. - Electronic storage is acceptable	Secretary	Current Year + 1 year	Current Year + 6
<b>Rosters</b>	Membership, Committee, Board members – Electronic storage is acceptable	Secretary	Current Year + 1 year	Current Year + 3 years
<b>Tax Information</b>	Permanent federal and state tax information, such as Federal Employer Identification Number (FEIN), EIN (Employer Identification Number) or copies of filed Form 990, or other required IRS forms. Electronic storage is acceptable	Treasurer	Current	Life of Chapter
<b>Treasurer's Reports</b>	Reports or other documentation prepared by Treasurer for distribution to the Board Members. Electronic storage is acceptable	Treasurer	Current Year + 1 year	Current Year + 6 years.

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