

RECOMMENDED UNIT RECORD RETENTION AND DISPOSAL GUIDELINES

(Created 10/28/2024)

Purpose

For the protection of the American Legion Auxiliary, it is recommended that documents be maintained for recommended periods of time. This document is designed to provide guidance as to the storage, retention, and destruction of Auxiliary records. As used in this guideline, the term “records” includes any document or material, whether electronic or hard form, that is generated or received by the Auxiliary in the course of business. Units may not use all of these records or may have other records for which the unit should determine an appropriate retention and disposal schedule.

If the Auxiliary is confronted with or contemplates any litigation, investigation or legal proceeding, the Auxiliary has a duty to preserve records—including electronic data, e-mails, and other documents that may be relevant to the situation. No member may discard records based on a concern that the records could be harmful in such litigation, investigation, or proceeding. Accordingly, records relevant to the litigation, investigation or legal proceeding should be retained permanently.

Recommended Schedule of General Retention Periods

<u>Subject Document</u>	<u>Recommended Retention Period</u>
<u>Accounting</u>	
Accounts payable	Current Year (CY) + 7 years
Accounts receivable (Dues, Donations, Fundraisers)	CY + 7 years
Audit reports	Permanent
Year-end budget-actual financial reports	Permanent
Bank statements and reconciliations	7 years
Budgets-annual, adopted	7 years
Check registers	CY + 7 years
Credit card statements / receipts	CY + 7 years
Financing / loan / line of credit	Term + 6 years
General ledgers	Permanent
Petty cash vouchers	7 years
Tax returns (Form 990, 990N)	Permanent
Tax return supporting documents	CY + 7 years

Subject Document

Recommended Retention Period

Administration

Annual reports	CY + 10 years
Charter Documents/Articles of Incorporation	Permanent
Executive Committee	
Written communications	Permanent
Meeting minutes / notices	Permanent
Conflict of Interest (officers, chairmen)	Tenure + 5 years
Officers' names and addresses	Tenure + 5 years
Unit meeting minutes	Permanent
Bonds, Surety	Life of bond + 6 years
Constitution, Bylaws, Standing Rules	Permanent
Contracts, mortgages, leases	Term + 10 years
Property records	10 years after disposition

Computer System Back-Up Records

Electronic Back-up Records	not less than 30 days
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Correspondence

General (important / accounting-related)	7 years
All others	period needed for business purposes

Grants

Approved grant applications (Corporate, Foundation, Scholarships, etc.)	5 years after project completion
Unapproved grant applications	5 years

Information Management

Purchase / service contracts / warranties	Term
Computer systems manuals / support materials	Life of computer/system

Insurance

Insurance policies (active)	Term + 3 years
Insurance policies (expired)	3 years
Accident claims / reports	7 years after settlement

Legal/ Compliance

Memoranda / letters from attorneys	Permanent
Legal or tax related	Permanent

Membership

Membership Applications	Permanent
Membership Reports	Current Year
Membership Transmittals	Current Year