

Document Retention Schedule

Institutional and Legal Records

Articles of Incorporation	Permanent
Charter	Permanent
Bylaws	Permanent
Licenses	While Active + 2 years
Deeds and Titles	Permanent
Attorney Opinion Letters	While Active + 4 years
Leases	While Active + 6 Years
Policy Statements	10 years
Contracts and Agreements	While Active + 6 Years
Patent and Trademark Records	While Active + 6 Years
Employee Directories	5 years

Employment

Job Announcements and Advertisements	1 year
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Applicants not Hired

Employment Apps	1 year
Background Investigation Results	1 year
Resumes and Cover Letters	1 year
Letters of Recommendation	1 year

Applicants Hired

Employment Apps	While Active + 3 years
Background Investigation Results	While Active + 3 years
Resumes and Cover Letters	While Active + 3 years
Letters of Recommendation	While Active + 3 years

Payroll Records

General Info

Wage Rate Tables	3 years
Cost of Living Tables	1 year

Individual Employee Files

Wage or Salary History	6 years
Salary or Current Rate of Pay	6 years
Payroll Deductions	6 years
Time Cards or Sheets	5 years
W-2 Form	6 years
W-4 Form	6 years
Garnishments	While Active + 4 Years
Payroll Register	6 years
State Employment Form	4 years
Notices of Employee Security Claims	4 years
Form 941	4 years
Form 945	4 years

Personnel Files*Individual Employee Files*

Employment Application or Resume	While Active + 3 Years
Employment History	While Active + 3 Years
Beneficiary Designation	While Active + 3 Years
Medical Records	While Active + 3 Years
Promotions & Raises	While Active + 3 Years
Attendance Records	While Active + 3 Years
Employee Evaluations	While Active + 3 Years
Discipline Warnings/Demotion	While Active + 3 Years
Layoff or Termination	While Active + 3 Years
Employment Eligibility Verification (I9 Form)	While Active + 3 Years

General Files

EEO-6 Reports (Now Part of IPEDS)	3 years
Superseded Employee Manuals	10 years
Superseded Job Descriptions	10 years

Medical, Health, and Safety Records

Accident Reports	6 years
Employee Exposure Records	30 years
Exposed Employee Medical Records	30 years
Safety Records	6 years
Employee Medical Complaints	6 years
Employee Injury Records	6 years

Benefit Records

Individual Employee Files	While Active
Education Assistance	While Active
Vesting	6 years
Sick Leave Benefits	While Active
Retirement Benefits Accrued	While Active
Disability Records	While Active

General Files

Incentive Plans (After Expiration)	6 years
Pension Plans (After Expiration)	6 years
Retirement Plans (After Expiration)	6 years

Federal Tax Records

Form 990 and Support	Permanent
Form 990-T and Support	Permanent
Supporting Documentation	7 years

Revenue Records

Accounts Receivable	7 years
Accounts Receivable Susidiary Ledgers	7 years
A/R Fiscal Year End Report	7 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Uncollected Accounts	While Active + 7 years

Accounts Payable Records

<i>Accounts Payable Vendor Files</i>	
Processed/Paid Purchase Orders	7 Years
Expense Reports	7 Years
Accounts Payable Subsidiary Reports	7 Years
Accounts Payable Post Reports	7 Years
Accounts Payable Check Prep Reports	7 Years
1099 and 1042 Reports	7 Years
A/P Check Registers	7 Years

Bank Records

Wire Transfer Records	7 Years
Bank Statements	7 Years
Deposit Records	7 Years
Bank Reconciliation & Support	7 Years
Canceled Checks	7 Years

Capital Property Records

Property Records	While Active + 5 years
Inventory	While Active + 5 years
Depreciation Schedules	While Active + 5 years
Mortgage, Bond and long term Debt Records	While Active + 5 years
Property Improvement Records	While Active + 5 years
Sales	5 years
Property Tax Exemption Records	While Active + 7 years

Financial Records

Description of Accounting System	While Active
Chart of Accounts	While Active + 7 years
General Ledgers and Operating Ledgers	While Active + 7 years
Subsidiary Ledgers	While Active + 7 years
Journal Vouchers and Backup (Including budget entries)	While Active + 7 years
Account Reconciliations	7 years
Annual Financial Report (Audited)	While Active + 7 years
Audit Reports and Work Papers	Permanent
Loan Documents	Last Payment + 7 years
Unclaimed Property Records	Life of Property + 3 years

Budget Records

Budget Committee Records (and support)	3 years
Budget Entries (and support)	3 years
Budget Variance Reports (and support)	3 years
Facilities Records	
Building Permits	While Active + 5 Years
Building Plans and Specifications	Permanent
Office Layouts	While Active
Zoning Permits	While Active
Operating Permits	While Active
Maintenance Records	While Active
Motor Vehicle Records	While Active + 3 years
Air or Water Waste Emissions	While Active + 3 years
Hazardous Chemical Waste Records	While Active + 3 years
Litigation Records	
Claims	While Active + 2 years
Court Documents and Records	While Active + 2 years
Deposition Transcripts	While Active + 2 years
Discovery Materials	While Active + 2 years
Litigation Files	While Active + 2 years
Insurance Records	
Property Insurance Policies	Life of Property
Liability Insurance Policies	Life of Policy + 3 years
Insurance Claim Documents	Settlement + 3 years
Annual Registration Records	
<i>Registration Records</i>	<i>Permanent</i>
Corporate Meetings	
<i>AGM Minutes</i>	<i>Permanent</i>
<i>SAGM Minutes</i>	<i>Permanent</i>
<i>Board of Directors Meeting Minutes</i>	<i>Permanent</i>
<i>Credentials Reports</i>	<i>Permanent</i>
Images	
<i>Logos</i>	<i>Permanent</i>
<i>Promotional Photos</i>	<i>3 years</i>
<i>Historical Photos</i>	<i>Permanent</i>
Tournament	
Permission to Host	<i>18 years</i>
Application to Host	<i>18 years</i>
Post Tournament Report	<i>18 years</i>
State Tournament Records	<i>Permanent</i>

E-Mail	18 months
Voicemail	30 days
Coaching Records	<i>Permanent</i>
Referee Records	<i>Per USSF Policy</i>
Policies	
Whistleblower Policy	Permanent + Amendments
Document Retention Policy	Permanent + Amendments
Privacy Policy	Permanent + Amendments
Conflict of Interest Policy	Permanent + Amendments
Video Policy	Permanent + Amendments
Adult Policy	Permanent + Amendments
Youth Policy	Permanent + Amendments
Risk Management Policies	Permanent + Amendments
Hall of Fame Policy	Permanent + Amendments
Electronic Meeting Policy	Permanent + Amendments
Information Policy	Permanent + Amendments
<i>Acceptable Use Policy</i>	<i>Permanent + Amendments</i>
Committee Related Documents	<i>While Active + 5 years</i>
Directory of Members	<i>Permanent</i>

***Document Types and Retention Periods to be added to this schedule as needed.*

Legend

Blue Text- Additions from November 2010 Revision