

RETENTION SCHEDULE

| PAPERWORK | SUGGESTED RETENTION PERIOD |
|--|-----------------------------------|
| BANK INFORMATION | |
| ➤ Audit Reports | Permanently |
| ➤ Reconciliations | 5 Years |
| ➤ Checks—Canceled | 7 Years |
| ➤ Checks—Canceled for important payments | Permanently |
| ➤ Checks—Payroll Related | 7 Years |
| ➤ Deposit Slips | 2 Years |
| ➤ Voided Checks | 5 Years |
| CASH RECEIPTS | 7 Years |
| CREDIT CARD RECEIPTS | 5 Years |
| ELECTRONIC DOCUMENTS & SOFTWARE TO READ IT (QuickBooks, Bank Reconciliations, LM Forms, etc.) | 5 Years |
| EMPLOYEE PERSONNEL RECORDS (I-9's; W-4's, etc) | 3 Years after no longer employed |
| EXPENSE RECEIPTS | 5 Years |
| FINANCIAL STATEMENTS (END OF YEAR) | Permanently |
| IRAs/401K/RETIREMENT PAPERWORK | Permanently |
| INSURANCE POLICIES (EXPIRED) | 3 Years |
| INVOICES/BILLS FROM VENDORS | 7 Years |
| IRS FORM 940 or 940EZ (FUTA) TAX RETURN | 7 Years |
| IRS FORM 941 | 7 Years |
| IRS FORM 990 | 7 Years |
| IRS FORM I-9 | 7 Years |
| IRS FORM W-2, W-3, W4 | 7 Years |
| IRS FORM 1099 | 7 Years |
| LM FORM | 5 Years |
| LICENSE AGREEMENT/TRADEMARK PAPERWORK | Permanently |
| PAYROLL RECORDS | 7 Years |
| TAX EXEMPTION DOCUMENTION & REPORTS FROM IRS | Permanently |
| VOUCHERS (For vendors, employees, etc.) | 7 Years |
| BALLOTS FOR STATE DELEGATES | 1 Year |
| BALLOTS FOR NATIONAL DELEGATES | 1 Year |
| BOARD POLICIES | 5 Years |
| BONDING INFORMATION (Expired) | 5 Years |
| CONSTITUTION | Permanently |
| CONVENTION REGISTRATIONS | 3 Years |
| CORRESPONDENCE—GENERAL | 3 Years |
| CORRESPONDENCE (LEGAL & IMPORTANT MATTERS) | Permanently |
| ELECTION NOTICES | 1 Year |
| INSURANCE POLICIES (Expired) | 5 Years |
| MEMBERSHIP APPLICATIONS—FORM 1187 & 1187-R | 3 Years |
| MEMBERSHIP CASH CARDS | 5 Years |
| MEMBERSHIP & ELIGIBILITY LISTS FOR ELECTIONS | 1 Year |
| MEMBERSHIP ROSTERS | 5 Years |
| MINUTES (Board Meetings and Convention) | Permanently |
| NOMINATION NOTICES | 1 Year |
| STATE CHARTER | Permanently |
| UNION DUES DEDUCTION/PER CAPITA REPORTS | 5 Years |
| VOTING INSTRUCTIONS (All Return envelopes, marked, challenged, unused ballots) | 1 Year |