

## OpMan 24 – Records Retention

Effective Date: June 11, 2015  
Administrative Review (No Changes): February 8, 2017  
Administrative Review (No Changes): February 2, 2021

### 1. GENERAL POLICY STATEMENT

- A. The purpose of this policy statement is to allow the Association of Old Crows (hereinafter referred to as the “Association”) to identify, retain, store, and dispose of the Association’s records in an appropriate, legally sound, and orderly manner.
- B. Except as otherwise noted, documents shall be retained for the number of years indicated in Part 2 below. The Association is to maintain complete, accurate and high-quality records in local, damage-proof storage for the duration of the time periods provided for in this policy.
- C. Once any such time period is complete, the records are to be destroyed.
- D. The Executive Director shall be responsible for authorizing, overseeing, and ensuring that records are retained or destroyed pursuant to this policy.

### 2. RECORDS RETENTION GUIDELINES

#### A. General Corporate Records

1. Articles of Incorporation and amendments thereto - **Permanently**
2. Bylaws - **Permanently**
3. Meeting Minutes - **Permanently**
4. Patents, trademark registrations, copyright Registrations - **Permanently**
5. Property records (including leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end-of-year trial balances, tax records) – **Permanently**
6. Membership Ballots **3 years** (See OpMan 32, Part 2, Paragraph R)
7. Membership applications - **Term, plus 10 years/Life Members - Permanently**
8. Correspondence relating to member discipline matters - **Term, plus 5 years**
9. Contracts (not otherwise specified herein) - **3 years**

#### B. Accounting, Finance and Tax Records

1. Income tax returns and filings - **7 years**
2. Audit reports of accountants - **Permanently**
3. Cash books - **7 years**
4. Charts of accounts - **7 years**
5. Federal and state tax bills and statements - **3 years**
6. Schedules, ledgers and supporting documentation for financial statements/tax forms - **7 years**
7. Bank reconciliations - **3 years**
8. Checking records, including account statements – **3 years**
9. Check register and canceled checks (see exception below) - **3 years**
10. Canceled checks (important purchases) – **Permanently**
11. Social security tax records - **3 years**
12. Accounts payable and receivable - **7 years**
13. End-of-year financial statements - **Permanently**
14. Budget data - **3 years**
15. Banking records, including deposit, withdrawal records and bank statements - **3 years**

16. Expense accounts, approvals, petty cash records, sales commission records - **3 years**
17. Invoices to members, customers and vendors - **7 years**
18. Warranty claims/Claims of damage - **7 years**

#### **C. Personnel Records and Payroll Documents**

1. Authorizations for employment, changes in wage/salary, leaves, terminations, etc. - **7 years**
2. Employment contracts - **Term plus 3 years**
3. Employment earnings and payroll records (including withholding) - **7 years**
4. Non-employee applications - **3 years**
5. Commissions/bonuses, incentives, awards, etc. (general) - **3 years**
6. Job evaluations - **Term plus 3 years**
7. Employee insurance records - **Term plus 3 years**
8. EEO-related documents from date of record or date of action - **Term plus 5 years**
9. Employees' personnel records, including application individual attendance records, medical history, performance evaluations, termination papers, exit interview records, withholding information, garnishments, results (individual), etc.- **Term plus 3 years**
10. Employment forms – **Term plus 3 years**
11. Accommodation to disabled employee requesting accommodation - **Term plus 3 years**
12. Records of leave granted any employee under the Employment or DC Family and Medical Leave Act – **Term plus 3 years**
13. Sexual harassment complaints and Employment investigations/actions – **Term plus 3 years**
14. Records of employment under the Immigration Reform and Control Act (I-9) - **5 years**
15. Unclaimed wages - **10 years after report is sent**
16. Records pertaining to employment of minors – **Term plus 3 years**
17. Health- and safety-related records - **7 years**

#### **D. Insurance**

1. Insurance records - **Permanently**
2. Accident reports - **7 years**
3. Appraisals - **7 years**
4. Worker compensation claims - **7 years**
5. Unemployment insurance - **7 years**

#### **E. Letters, Emails and Correspondence That May Be Destroyed After Completion of Action Or Copy Maintained In File – General Guidelines**

1. Unimportant letters, form letters, and notes that require no acknowledgment or follow-up. Copies of interdepartmental/Association correspondence if a copy of the letter is maintained in the file.
2. Letters of general inquiry and replies which complete a cycle of correspondence and have no value after possible reference from the correspondent within a reasonable period of time.
3. Letters requesting specific action such as name or address change, complaints which have no further value after changes are made or action taken.
4. Similar letters of various types which might be referred to shortly after they are received or written but which soon cease to have value unless further immediate correspondence ensues.

**F. Letters, Emails and Correspondence To Be Kept Three Years – General Guidelines**

1. Letters relating to the establishment of credit/credit turn-downs.
2. Letters applying for employment with the Association.
3. Memoranda and reports about expense accounts which have limited value after the voucher is approved.
4. Collection letters that have limited value after the account is paid.
5. Letters to which members or others may make reference for more than a year.
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**G. Letters, Emails and Correspondence To Be Kept For The Life Of The Principal Document That It Supports – General Guidelines**

1. Letters that constitute all or part of a contract or that are important in the clarification of certain points in a contract.
2. Letters denying liability of the Association and other letters which the Association might need to produce in court to disprove liability or to enforce rights of the Association.

**H. Security**

1. Facility Clearance Information - **Permanently**
2. Individual Clearance Information – **Permanently (Form 312 is good for 50 years)**
3. Past clearance/security letters, KMP Personnel Listing, DSS Letters, Inspection Letters, any letters referencing AIS computers, Standard Form 328, etc. – **Permanently**
4. SPP – **Current**