

NORTH ROSSLYN CIVIC ASSOCIATION

DOCUMENT RETENTION GUIDELINES

5/1/2017

<u>Type of Document</u>	<u>Rockefeller Archive Center</u>	<u>AICPA</u>	<u>IRS</u>	<u>NRCA DECISION (1)</u>
Tax Determination Letter	Permanently	Permanently	Permanently	Permanently
Tax returns/Filings	Permanently	Permanently	3 Years	Permanently
By Laws/Minutes	Permanently	Permanently	N/A	Permanently
Formal Position Statements	Permanently	Permanently	N/A	Permanently
Board Motions Passed	N/A	N/A	N/A	Permanently
Annual Financial Statements	Permanently	Permanently	N/A	Permanently
Contracts (expired)	7 years	7 Years	N/A	7 Years
Invoices Paid	7 years	7 years	N/A	7 Years
Membership (Sales) List	7 Years	N/A	N/A	7 Years
Monthly Bank Statements	7 Years	3 Years	N/A	3 Years
NRCA Newsletters	3 years	2 Years	N/A	3 Years
Correspondence	1 Year	2 Years	N/A	2 Years
Monthly Financial Stmtns	N/A	N/A	N/A	1 Year

Note: Files will be destroyed on January 1 in the applicable calendar year following the year of creation (or, in the case of contracts or long-term contracts, the year of completion/expiration). That is, if a document was created in 2013, and it is to be destroyed after 7 years, it will be destroyed January 1, 2020.

(1) The NRCA Board decided on these timeframes after considering the guidance from other entities, the unique nature of the documents themselves, and other storage facilities (e.g., bank statements retained by the bank).