**NATIONAL**

**SONS OF AMVETS**

**RECORDS RETENTION AND DISPOSITION POLICY**

This policy is only in place for the National Sons of AMVETS, and shall only be construed to apply to the National Sons of AMVETS, its headquarters, its officers, members and its employees. This policy shall be attached to the Sons of AMVETS Constitution & By-Laws. The National Department encourages any Department, State District or Squadron that feels the need to, to adopt its own version of this document after researching any State or local laws.

The Sons of AMVETS National Executive Committee hereby establishes and approves a Sons of AMVETS National Document Retention & Disposition Committee (hereinafter referred to as NDRDC) to ensure the retention of records necessary to the history and operation of the Sons of AMVETS Organization. In addition, as a 501(c) 19 organization, there are certain documents which must be kept for various lengths of time. Whether a record is in paper or electronic format does not determine its value or retention period; its content is the key factor.

The NDRDC shall consist of the following five (5) members: The National Commander, the Immediate Past National Commander, the National 1st Vice Commander, the National Finance Officer and the National Judge Advocate. As the person responsible for the day-to-day maintenance of the National Sons of AMVETS Archives, the National Administrative Assistant shall be an advisory, non-voting member of this committee. Said Committee shall meet annually during the week of the Spring NEC, and at other times in which it may be to review any records which may have passed the below retention periods or other records which the Committee may wish to review for disposal.

The NDRDC has full authority to dispose of any record which falls under the below list, however a list of what is disposed of or scheduled to be disposed of must be reported to the National Executive Committee at its next meeting. The NDRCC may not expunge any record which has not attained its expiry date. Any document which does not appear to fall under any below category shall be referred to the National Executive Committee for final approval.

Records which are in paper form shall be disposed of by shredding, incineration and/or any other method which guarantees its total destruction. Records on a CD, floppy disk or other similar media that can be shredded should be. Media that cannot be shredded should be disassembled and the media mutilated by puncturing, cutting or sanding. Files on a hard drive that do not contain sensitive or personal information may be simply overwritten.

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| **Document Type** | **Minimum Retention** |
| Accident reports and Claims (settled) | 7 years after settlement |
| Accounts receivable and payable ledgers and schedules | 7 years |
| Audit Reports | Permanently |
| Bank Statements, deposit records, electronic fund evidence, cancelled checks, reconciliation | 7 years |
| Bylaws and charter | Permanently until superseded |
| Change of Officers Forms (National) | Permanently |
| Change of Officers Forms (State) | 7 years |
| Change of Officers Forms (Squadron & State District) | 3 years |
| Checks for important payments and purchases | Permanently |
| Contracts, mortgages, notes and leases (expired) | 7 years |
| Contracts (still in effect) | Until 7 years after Expiration |
| Correspondence, administrative (pertaining to formulation, planning, implementation, interpretation, modification, redefinition of programs, services, projects and the regulations, polices, and procedures that govern them) | 3 years |
| Correspondence, general (Non-administrative incoming/outgoing and internal correspondence pertaining to or arising from the routine operations of the policies, programs, services, or projects) | 1 year |
| Correspondence, legal and important matters | Permanently |
| Deed, mortgages, bills of sale | Permanently |
| Donations | 7 years |
| Employee demographics records | 3 years |
| Employee discrimination reports (EEOC, ADA, etc.) | Permanently |
| Employment applications | 3 years from record creation or personnel action |
| Financial Statements, year end | Permanently |
| Garnishments | 7 years |
| Hearing & Appeal records | Permanently |
| General ledgers, year-end trial balance, journals | Permanently |
| Form I-9s | 3 years after hire date |
| Insurance policies | 3 years after expiration |
| Insurance records, accident reports, claims, etc. | Permanently |
| Internal audit reports | 3 years |
| Invoices (to customers, from vendors) | 7 years |
| Membership records | 7 years |
| Minutes of the meetings of National Conventions, National Executive Committee and National Executive Board | Permanently |
| Mission Statement, Strategic plans | Permanently |
| Notes receivable ledgers and schedules | 7 years |
| Payroll records and summaries including expense reports and records related to employee leave (Equal Pay Act, FLSA) | 7 years |
| Personnel files, terminated employees | 7 years after termination |
| Petty cash vouchers | 3 years |
| Property records including costs, depreciation schedules | Permanently |
| Project reports, online | Permanently |
| Project reports, Paper | 1 year |
| Purchase orders | 7 years |
| Retirement and pension records including Summary Plan Descriptions | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets, books, cards | 7 years |
| Vouchers for payments to vendors, employees. etc. (includes employee/office travel and entertainment expense reimbursements) | 7 years |
| Workers compensation documentation | 10 year after 1st closure |