

**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 1<sup>st</sup> 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.

<b>Document Type</b>	<b>Minimum Retention</b>
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