

ARMA INTERNATIONAL
RECOMMENDED CHAPTER RETENTION AND DISPOSITION SCHEDULE
(As of 06/18)

<u>Records Series</u>	<u>Office of Record</u>	<u>Active</u>	<u>Retention Archives</u>	<u>Total</u>
Agendas, Meeting	PR	SU	SU + 10	SU +10
Annual Reports	SE	CY +1 yr	LOC	LOC
Archives Index	AR	SU	-	SU
Articles of Incorporation	SE	Current	LOC	LOC
Audit Reports & Work Papers	TR	CY + 1 yr	CY + 5 yrs	CY + 6 yrs
Awards Submissions:				
Member of the Year	IP	CY + 1 yr	LOC	LOC
Chapter of the Year	IP	CY + 2 yrs	-	CY + 2 yrs
Bank Statements	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Brochures:				
Membership	MC	SU	LOC	LOC
Program	PC	SU	LOC	LOC
Seminar/Conference	EC	SU	LOC	LOC
Budget Information	TR	CY + 1 yr	2 yrs	CY + 3 yrs
Bylaws	SE	2 yrs (AR)	LOC	LOC
Certificates of Records Destruction	SE	CY + 2 yrs	8 yrs	CY + 10 yrs
Charter	SE	-	LOC	LOC
Checks, Cancelled	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Compliance Reports	TR	CY +1 yr	5 yrs	CY +6 yrs
Constitution	SE	-	LOC	LOC
Contracts	SE	ACE + 1 yr	5 yrs	ACE + 6 yrs

Correspondence:				
Association	PR	CY + 1 yr	2 yrs	CY + 3 yrs
Board Members	SE	CY + 1 yr	2 yrs	CY + 3 yrs
Committees	CO	CY + 1 yr	2 yrs	CY + 3 yrs
General	PR	CY + 1 yr	2 yrs	CY + 3 yrs
Deposit Slips	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Directories, Membership	MC	SU	LOC CY + 1 yr	LOC CY + 1 yr
Disbursements	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Financial Filings	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Includes: annual reports, W9s, 1099s, 990s				
General Ledger	TR	3 yrs	3 yrs	6 yrs
Insurance Policies	TR	ACE + 1 yr	5 yrs	ACE + 6 yrs
Invoices, Paid	TR	CY + 1 yr	5 yrs	CY + 6 yrs
Library Book List	LI	SU	-	SU
Mailing List	MC	SU	-	SU
Manuals:				
Chapter Operations	PR	SU	SU + 5 yrs	SU + 5 yrs
Planning Chapter Programs/Seminars	EC	SU	SU + 5 yrs	SU + 5 yrs
Meeting Notices	PC	CY + 1 yr	4 yrs	CY + 5 yrs
Membership, Applications	MC	Current	CY + 1 yrs	CY + 1 yrs
Membership Roster	SE	Current	LOC CY + 1 yr	LOC CY + 1 yr
Minutes:				
Board of Directors	SE	CY + 1 yr	LOC	LOC
Chapter Membership	SE	CY + 1 yr	LOC	LOC
Committee Meetings	CO	CY + 1 yr	LOC	LOC

Newsletters	ED		Current	LOC 5 yrs	LOC 5 yrs
Policies / Procedures	PR	SU		SU +10 years	SU +10 yrs
Publicity:					
Photos	PU		Current	LOC	LOC
Press Releases	PU		Current	CY + 5 yrs	CY + 5 yrs
Receipts	TR		CY + 1 yr	5 yrs	CY + 6 yrs
Includes tax receipts, donation receipts					
Scholarship:					
Applications	SC		CY + 1 yr	-	CY + 1 yr
Fund Records	TR		CY + 1 yr	5 yrs	CY + 6 yrs
Treasurers' Reports	TR		CY + 1 yr	5 yrs	CY + 6 yrs

Note: **Green** highlighting = new category added June 2018

Yellow highlighting = retention period modified June 2018

ARMA INTERNATIONAL
LEGEND FOR MODEL CHAPTER
RETENTION AND DISPOSITION SCHEDULE
(As of 06/18)

OFFICE OF RECORD:

- AR = Chapter Archivist
- CO = Responsible Chapter Committee Chair
- EC = Chapter Education Committee Chair
- ED = Chapter Editor
- IP = Immediate Past Chapter President
- LI = Chapter Librarian
- MC = Chapter Membership Committee Chair
- PC = Chapter Program Committee Chair
- PR = Chapter President
- PU = Chapter Publicity Committee Chair
- SC = Chapter Scholarship Committee Chair
- SE = Chapter Secretary
- TR = Chapter Treasurer

RECORDS RETENTION PERIODS:

- ACE = After Contract Expires
- CY = Current Year
- LOC = Life of Chapter
- SU = Until Superseded