NAIGC Document Retention and Destruction Policy

Version 1.1 / Last Amended 02/21/2024

I. Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the Board, and other responsible parties per contractual agreement for maintaining and documenting the storage and destruction of NAIGC's documents and records.

Above named parties are required to honor the following rules:

a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by scanning and storing the image of said document on NAIGC's Google drive;

b. All other paper documents will be destroyed after three years;

c. All other electronic documents from all individual computers, databases, networks, and individual back-up storage are not required to be kept beyond one year, unless specified below;

d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the board officers for any current or foreseen litigation if above named parties have not been notified); and

e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

II. Record Retention

The following table indicates the minimum retention requirements for certain types of NAIGC documents.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Code of Conduct Agreements	End of the following fiscal year

Contracts, mortgages, notes, and leases (expired)	Contract period + 7 years
Contracts. mortgages, notes, and leases (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters, including Code of Conduct violations)	Permanently
Correspondence (with customers and vendors)	The greater of 2 years or the length of applicable contracts
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Applications for Open Positions	3 years after departure (if chosen) or 3 years after application (if not chosen)
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired), incident report forms	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, policies, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated or departed above named parties)	7 years
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Waivers	6 years
Club and Individual Membership Records	Permanently

III. Amendments

A. This document may be amended by the NAIGC Board.