

# Friends of The National World War II Memorial

## Records Retention Chart

Approved for Submission to Board of Directors (BoD): ED/SEC  
 Reviewed by: Nominations & Governance Committee  
 Approved: BoD  
 Date: 05-13-2022  
 Affirmed; no changes: BoD

| RECORD GROUP   | RETENTION PERIOD   | ON-SITE | OFF-SITE     |
|--|--------------------|---------|--------------|
| <b>Accounting</b>  |                    |         |              |
| Accounts Payable ledgers and schedules   | 7 years            | 1 year  | 6 years      |
| Annuity  | Permanently        | 5 years | Indefinitely |
| Audit Reports  | Permanently        | 3 years | Indefinitely |
| Bank Reconciliations   | 7 years            | 1 year  | 6 years +    |
| Budgets (Operating, Capital)   | 5 years            | 2 years | 3 years      |
| Capital Stock and Bond Records: ledgers, transfer registers, stub showing issues, records of interest coupons, etc.                    | Permanently        | 1 year  | Indefinitely |
| Cash Books   | Permanently        | 2 years | Indefinitely |
| Charts of accounts   | Permanently        | 2 years | Indefinitely |
| Contracts, including License Agreements and Leases, expired  | 3 years after exp. | 1 year  | 2 years      |
| Contracts, including License Agreements and Leases, in effect  | Term               | Term    |              |
| Deeds, mortgages, bills of sale  | Permanently        | 1 year  | Indefinitely |
| Depreciation Schedules   | Permanently        | 5 years | Indefinitely |
| Duplicate Deposit Slips  | 2 years            | 1 year  | 1 year       |
| Financial Statements   | Permanently        | 2 years | Indefinitely |
| Payroll Records  | 8 years            | 2 years | 6 years      |
| Grant Records  | 7 years            | 2 years | 5 years      |
| Property Records (costs, depreciation reserves, year-end trial balances, depreciation schedules)                                       | Permanently        | 1 year  | Indefinitely |
| Stock and Bond Certificates (cancelled)  | 7 years            | 1 year  | 6 years      |
| Tax audits, issues and related correspondence  | Permanently        | 3 years | Indefinitely |
| Tax Returns (990) and worksheets, revenue agents' reports and other documents relating to income tax liability, related correspondence | Permanently        | 3 years | Indefinitely |
| Timesheets   | 8 years            | 1 year  | 7 years      |

|   |             |                |              |
|---|-------------|----------------|--------------|
| Vouchers  | 7 years     | 1 year         | 6 years      |
| Withholding Tax Statements  | 7 years     | 1 year         | 6 years      |
|   |             |                |              |
| <b>Administration</b>   |             |                |              |
| Accident Reports and Claims   | 7 years     | 1 year         | 6 years      |
| Blueprints  | Permanently | Permanently    |              |
| Fixed Assets Inventory  | 2 years     | 2 years        |              |
| Insurance Claims (loss runs, annual loss summaries, releases and settlements)   | 7 years     | 7 years        |              |
| Insurance Policies  | 4 years     | 1 year         | 3 years      |
| Certificates of Insurance issued or received  | Permanently | Permanently    |              |
| Selected Invoices   | 3 years     | 1 year         | 2 years      |
| Purchase Orders   | 4 years     | 2 years        | 2 years      |
|   |             |                |              |
| <b>General</b>  |             |                |              |
| Articles of Incorporation and revisions, amendments   | Permanently | Permanently    |              |
| Annual Report   | Permanently | Permanently    |              |
| Award recipients  | Permanently | Permanently    |              |
| Bylaws and all revisions  | Permanently | Permanently    |              |
| Committee Reports   | 5 years     | 2 years        | 3 years      |
| Friends Personnel Policy Manual   | 2 years     | 2 years        |              |
| Board and Committee Minutes   | Permanently | Permanently    |              |
| History of Friends – materials of historical, evidential or informational significance that provide unique information about Friends programs or activities           | Permanently | Permanently    |              |
| Minutes of Board Meetings   | Permanently | Permanently    |              |
| Lists of officers, committee members  | Permanently | Permanently    |              |
|   |             |                |              |
| <b>Correspondence</b>   |             |                |              |
| Routine (members, customers, vendors)   | 1 year      | 1 year         |              |
| General   | 3 years     | 3 years        |              |
| Legal and important matters   | Permanently | 1 year         | 2 years +    |
|   |             |                |              |
| <b>Human Resources</b>  |             |                |              |
| Affirmative Action/EEOC   | Permanently | 1 year         | Indefinitely |
| Applications/Resumes  | 3 years     | 1 year         | 2 years      |
| Benefits Programs   | Permanently | Permanently    |              |
| Compensation Structure  | Permanently | Electronically |              |
| Inactive Personnel Files  | Permanently | 1 year         | Indefinitely |
| Medical Files   | Permanently | 1 year         | Indefinitely |
| Pension/Retirement Reports – (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records | Permanently | 1 year         | Indefinitely |

|  |  |                |              |
|--|--|----------------|--------------|
| Performance Evaluations  | Permanently  | 2 years        | Indefinitely |
| Personnel Records (after termination)  | 6 years  | 6 years        |              |
| Friends Personnel Policy Manual  | Permanently  | 2 years        | 2 years +    |
| Claims under Workers Compensation, Unemployment Insurance and/or Compensation, Life, Accident, and Long-Term Disability, COBRA (or equivalent) | 6 years plus current year after termination or resolution of the claim, whichever is later | 1 year         | 5 years      |
|  |  |                |              |
| <b>Government Relations</b>  |  |                |              |
| Congressional Legislation  | 4 years  | 2 years        | 2 years      |
| Government relations records – State and federal lobbying and political contribution reports and supporting records                            | 10 years   | 3 years        | 7 years      |
|  |  |                |              |
| <b>IT</b>  |  |                |              |
| Employee hard drives and storage media   | 7 years  | N/A            | N/A          |
| Network hard drives  | 2 years from end of use; 5 years if programs are no longer used                            | Electronically |              |
| Storage media used for routine backups of network information  | 1 month  | Electronically |              |
|  |  |                |              |
| <b>Periodicals and Publications</b>  |  |                |              |
| Contracts, Rights, and Permissions   | Indefinitely   | Indefinitely   |              |
| Copyright Registrations  | Permanently  | Permanently    |              |
| Advertising Records  | 7 years  | 1 year         | 6 years      |
| Back Issues (periodicals)  | 8 years  | N/A            | 8 years      |
| Subscriptions (periodicals)  | 3 – 5 years  | N/A            | 3 – 5 years  |
| Publications   | 15 years   | 5 years        | 10 years     |
| Public Service Announcements   | Indefinitely   | 1 year         | Indefinitely |
| Sales Statistics   | 2 years  | 2 years        |              |
| Surveys  | 8 years  | 2 years        | 6 years      |
|  |  |                |              |
| <b>Membership</b>  |  |                |              |
| Program Files  | 5 years +  | 2 years        | 3 years +    |
| Member Files   | Indefinitely   | Indefinitely   |              |
| Membership Renewal Data  | Indefinitely   | Indefinitely   |              |
| Non-Member Files   | Active Life  | Indefinitely   |              |
| Recruitment Letters  | 1 year   | Electronically |              |
| Correspondence related to Member Discipline  | Membership Term + 5 years  | Term + 1 year  | 4 years      |
| Membership Lists   | 1 year   | Electronically |              |

|   |              |                |         |
|---|--------------|----------------|---------|
| Contacts                                | 1 year       | 1 year         |         |
| Members Guide                           | 2 years      | 2 years        |         |
| Recruitment Tracking Files              | Indefinitely | Indefinitely   |         |
| Resigned Members                        | Indefinitely | Indefinitely   |         |
|   |              |                |         |
| <b>Member Organization Publications</b> |              |                |         |
| Annual Reports                          | Latest copy  | Library        |         |
| Special Reports                         | Latest copy  | Library        |         |
| Directories                             | Latest copy  | Library        |         |
|   |              |                |         |
| <b>Conference and Meeting Planning</b>  |              |                |         |
| Evaluations                             | 18 months    | 6 months       | 1 year  |
| Hotel Contracts                         | 4 years      | 4 years        |         |
| Registrations                           | 4 years      | 2 years        | 2 years |
| Resource Books (File Copies)            | 10 years     | 4 years        | 6 years |
| Resource Books (Distribution)           | 2 years      |                |         |
| Conference Center Schedules             | 6 months     | Electronically |         |