

## Travell Home and School Association Document Retention Policy

The Travell Home and School Association shall follow the document retention procedures as outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

<b>Document</b>	<b>Retention Period</b>	<b>Form of Retention</b>	<b>Responsible</b>
Bank Statements	7 years	Paper/Electronic	Treasurer
Tax return Documents	7 years	Electronic/Paper	Treasurer
IRS 1099	7 years	Electronic	Treasurer
Check Requests	7 years	Paper	Treasurer
Completed Reimbursement Forms	7 years	Paper	Treasurer
State Gambling Certificates	7 years	Paper	Treasurer
IRS Application for Tax Exempt Status	Permanent	Paper	Treasurer
Financial Audit	Permanent	Electronic/Paper	Treasurer
General Ledgers	7 years	Electronic	Treasurer
General Meeting Minutes	7 years	Electronic	Secretary
Executive Board Meeting Minutes	7 years	Electronic	Secretary
Completed Gambling Appl & Approvals	7 years	Paper	VP
Insurance Policies	7 years	Paper	VP
By-Laws	Permanent	Paper	Secretary
Board Resolution policies	Permanent	Paper	Secretary
Contracts	7 years	Electronic	All
Grant Applications	5 Years	Electronic	President
Donor Records	7 years	Electronic	VP Fundraising

All documents will be stored in a safe, secure, and accessible manner. It is the responsibility of the named position to ensure that the named documents are retained appropriately.