

Records Retention Policy and Schedule

AIA Corpus Christi will adhere to the following records retention schedule:

Accounts payable ledgers & schedules	7 yrs
Accounts receivable ledgers & schedules	7 yrs
Accident Reports & Claims (settled cases)	7 yrs
Articles of Incorporation and amendments	Permanently
Audit reports of accountants	Permanently
Bylaws, old and updates	Permanently
Committee files	3 yrs
Continuing Education Attendance	4 yrs
Continuing Education Evaluations	3 yrs
Contracts and leases (expired)	7 yrs
Contracts and leases still in effect	Indefinitely
Correspondence (general)	2 yrs
Correspondence (legal matters)	Permanently
Depreciation schedules	Permanently
Employment applications for Chapter (hired)	7 yrs
Employment applications For Chapter (not hired)	6 mos
Event folders and notebooks	5 yrs
Financial records	7 yrs
General ledgers	Permanently
History File	Permanently
Insurance policies (expired)	3 yrs
Insurance policies (current)	Indefinitely
Insurance reports and claims	Permanently
IRS Determination Letters	Permanently
Membership records - printed directories	Permanently
Minute books	Permanently
Payroll records	7 yrs
Payroll Tax Returns	5 yrs
Personnel Records (after termination)	5 yrs
Personnel Records (current)	Indefinitely
Property appraisals by outside appraisers	Permanently
Property records	Permanently
Tax returns	Permanently
W-2 and 1099 forms	7 yrs