
Administrative Policy

Title: RECORD RETENTION SCHEDULE

Adopted: November 4, 2010

Approved by: Procedures & Documents Committee

Responsibility: AIACC Executive Assistant

AIACC Records Retention Schedule – Introduction

The mission of the Records Management program at The American Institute of Architects, California Council, (AIACC) is to improve operational efficiency; to ensure compliance with recordkeeping requirements; and to preserve a record of the functions, programs, and activities of The AIACC.

Record	Retention Period
1099's and transmittal form	4 years
Accident reports and claims (exposure to harmful substances)	30 years
Accounts payable vendor ledgers and aging schedules	7 years
Accounts receivable customer ledgers and aging schedules	7 years
Administrative policies (still in effect)	Permanently
Administrative policies (expired)	3 years
Agendas: Executive Committee; Board of Directors and special committees	7 years
Agendas: Program committees and task forces	3 years
AIACC Website	3 years from the date of
Applications, resumes, and other job inquiries (candidates not hired)	1 year
<i>arcCA</i> (samples - at least one copy of each issue)	Permanently
Articles of Incorporation	Permanently
Audit/review RFP's	Life of contract
Audit/review reports	Permanently
Audit/review detail binders	7 years
Balance sheet account reconciliations (monthly)	2 years
Bank reconciliations and proofs of cash	7 years
Bank statements	7 years

Record	Retention Period
Board orientation handbook	1 year
Board of Directors allocation worksheets and memos	Permanently
Resource books (current)	Permanently
Resource books (expired)	1 year
Board books (Administrative Assistant copy with changes)	3 years
Budget (approved, including budget requests and detail schedules)	3 years
Budget books (except finance department copy)	1 year
Budget books (finance department copy)	3 years
Bylaws (current)	Permanently
Bylaws (expired)	Permanently
CAB Enforcement Complaints (case still open)	Permanently
CAB Enforcement Complaints (case closed - notification by CAB)	None
Calendars	1 year
Cash disbursements journals	Permanently
Cash and interest schedules	7 years
Cash receipts detail schedules	7 years
Cash receipts journals	Permanently
Chapter Articles of Incorporation, Bylaws, and Rosters (still in effect)	Permanently
Chapter Articles of Incorporation, Bylaws, and Rosters (expired)	None
Chapter financial information	7 years
Chapter surveys	1 year
Chapter newsletters	1 year
Charts of accounts	Permanently
Check registers	7 years
Check logs	3 years
Checks (canceled)	7 years
Committee spreadsheet	1 year

Record	Retention Period
Computer equipment files	Until replaced
Commercial solicitations	None
Contracts and leases (expired)	4 years
Contracts and leases (still in effect)	Permanently
Copyrights, patents, etc.	Permanently
Correspondence (routine) with vendors and customers	1 year
Correspondence (general)	3 years
Correspondence (legal implications and important matters only)	Permanently
Credit applications (still in effect)	Permanently
Credit applications (expired)	None
Credit card files (sales slips and credit slips)	3 years
Deposit detail	7 years
Design Awards history archives (list of winners and call for entry samples)	Permanently
Depreciation schedules	Permanently
Dues analysis	3 years
Dues collections reports	7 years
EEO	3 years
Employee benefit plan documents and memos describing plans	Permanently
Employee handbook / personnel manual superseded	5 years
Employee cost schedules	7 years
Employee background check files (terminated)	3 years
Employee phone and address list (finance copy)	None
Employee personnel files: application; resume; employment letter; personnel data sheet; new employee orientation checklist; W4's; payroll deduction authorizations; I-9; employment history; evaluations; promotions; bonuses; employment verifications (terminated)	6 years
Employee personnel files: application; resume; employment letter; personnel data sheet; new employee orientation checklist; W4's;	Permanently

Record	Retention Period
payroll deduction authorizations; I-9; employment history; evaluations; promotions; bonuses; employment verifications (Current)	
Employment Notice poster (expired)	None
Employee medical benefit files: enrollment forms; disability records; workers compensation (current)	Permanent
Employee medical benefit files: enrollment forms; disability records; workers compensation (terminated)	6 years
Executive Vice President working files	5 years
Expense Reports (Finance Copy)	7 years
Expense Reports (Except Finance Copy)	1 year
Event registration files (except finance copy)	1 year
Event/meeting files	3 years
Financial statements (year-end: budgetary and GAAP basis)	Permanently
Financial projections (overall and individual programs/activities)	3 years
Financial statements (monthly)	3 years
Franchise Tax Board tax exemption determination letter	Permanently
General ledger and trial balance (cumulative year-end: budgetary and GAAP basis)	Permanently
General ledger (monthly)	3 years
General Store order forms (except finance copy)	1 year
General Store order forms (finance copy)	7 years
Injury and illness prevention program documents	6 years
Insurance policies and records, including accident reports and claims	Permanently
Insurance policies (expired)	Until suspended
Inventories	7 years
Invoices to customers (non-dues related)	7 years
Invoices to customers (except finance copy)	1 year
Invoices from vendors	7 years
Security policy and procedures	Until Superseded

Record	Retention Period
IRS tax exemption determination letter	Permanently
Journals (year-end)	Permanently
Journal entry forms, including backup	7 years
Label orders, including backup requests and shipping information	7 years
Lease agreements (completed)	3 years
Legislation files (sponsored)	7 years
Legislation files (reactive-general)	2 years
Legislation files (reactive-significant)	4 years
Lobbyist Reports	4 years
Long-Range Plan	Permanently
Medical benefit plans (Summary plan descriptions; summary annual reports; summary of material modifications; reports of plan termination; 5500's; plan trustee records)	6 years, or 1 year after termination of plan; whichever is later
Meeting notices	7 years
Meeting/event files (including slides)	3 years
Membership applications, member correspondence, National confirmation letters, waiver/deferment forms	2 years
Membership counts (year-end)	7 years
Membership counts (monthly)	2 years
Membership rosters (year-end)	Permanently
Minutes of meetings of the Board of Directors, Executive Committee, Board Committees, and Special Committees	Permanently
Minutes of meeting of Program Committees and Task Forces	3 years
Nomination / candidate letters	1 year
Notes receivable ledgers and schedules	7 years
Operating Plan (approved finance copy)	3 years
Operating Plan (approved non-finance copy)	1 year
Occupational injury and illness records (for job injuries causing a loss of work time)	5 years
Payroll input files	7 years

Record	Retention Period
Payroll records and journals	7 years
Payroll tax guides	7 years
Payroll tax returns	7 years
Pension and welfare plan information	Permanently
Pension records	Permanently
Personnel policy manual	Permanently
Petty cash vouchers	7 years
Photo library	Permanently
Position descriptions – expired	3 years
Position descriptions – current	Permanently
Policy Book	Permanently
Postage meter record book	1 year
Professional Practice working files	3 years
Project code listing	Permanently
Projection worksheets	3 years
Property records (financial including costs and depreciation)	Permanently
Property tax returns	7 years
Publications (Council - at least one copy of each issue) <i>Adapt; The Guide; etc.</i>	Permanently
Public policy statements	3 years
Publications (Commercial)	None
Purchase orders (finance department copy w/ copy of check)	7 years
Revenue sharing allocations to chapters	7 years
Resumes, applications and other job inquiries (candidates not hired)	2 years
Rules of the Board (current)	Permanently
Rules of the Board (expired)	Permanently
Salary surveys	2 years
Sales and use tax returns and workpapers	3 years
Securities transactions (including losses on securities for tax	7 years

Record	Retention Period
purposes)	
Software and technical manuals	As long as data from that application is retained in electronic format
Service awards history archives (list of winners)	Permanently
Sponsorship files – contacts; actions etc.	4 years after they expire
Sponsorship ad advertising contracts	4 years after they expire
Statements of information – Domestic Nonprofit Corporation	Permanently
Statements to customers (non-dues related)	7 years
Strategic Plan	7 years
Staff time allocation worksheets	7 years
Subscription information	7 years
SUI/ETT/SDI rates notice	7 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports, and other documents relating to the determination of income tax liability	Permanently
Trademark Registration	Permanently
Time sheets	7 years
Council electronic newsletters – <i>Relevance, Insight & In Response</i>	Permanently
Videos (Council - at least one copy)	Permanently
Vouchers for payments to vendors, employees	7 years
W-9's – no longer a vendor	Vendor information is retained until the vendor is no longer in business.