

AIA/CENTRAL KENTUCKY CHAPTER, INC.
(AIA-CKC)
Records Retention Policy

PERMANENT RECORDS

- Annual reports
- Articles of incorporation
- Audit reports of CPAs
- Board List/Rosters
- Cancelled checks for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction)
- Capital stock and bond records: ledger, transfer registers, stubs showing issues, record of interest coupons, options, etc.
- Cash books
- Chart of Accounts
- Copyrights
- Correspondence (legal and important matters only)
- Deeds, mortgages, and bills of sales, as well as contracts and leases still in effect
- Depreciation schedules
- Financial statements-end of year (other months optional)
- General and private ledgers
- Insurance records, current accident reports, claims policies
- Licenses, permits and patents
- Minutes from Board meetings, by-laws and Chapter charter
- Newsletters
- Profit and loss statements
- Property records - including costs, depreciation reserves, and end-of-year balances sheets, depreciation schedules, and appraisals by outside appraisers
- Retirement and pension plans
- Tax returns and worksheets, Revenue Agents' Reports and other documents relating to determination of income tax liability (including sales tax)
- Training manuals

SEVEN YEARS

- Accident reports and claims (settled cases)
- Accounts payable ledgers and schedules
- Accounts receivable ledgers and schedules
- Cancelled checks (see exception under Permanent Records)
- Cancelled stock and bond certificates and expired options
- Contracts and leases (expired)
- Expense analyses and expense distribution schedules
- Employee personnel records after termination
- Employment tax reports
- Employee withholding statements
- Inventories of products, materials and supplies
- Invoices from vendors (payables) - vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees, officers, etc., for travel and expenses)
- Office equipment records

- Payroll records and summaries
- Purchase orders
- Sales records
- Subsidiary ledgers to the general ledger and balance sheets
- Wage garnishments

THREE YEARS

- Applications for employment
- Awards submissions
- Bank reconciliations
- Bank statements
- Budgets
- Calendar of events
- Insurance policies which have expired
- Miscellaneous internal reports
- Petty cash vouchers
- Records of employees

ONE YEAR

- Correspondence of unimportant nature with customers or vendors
- Duplicate deposit slips
- Requisitions

Approved -12/9/2015 AIA-CKC Board