



AIA Santa Barbara

A Component of the American Institute of Architects

Title: RECORD RETENTION POLICY and SCHEDULE
Adopted: January 21, 2016
Approved by: Executive Board
Responsibility: Executive Director

AIASB Records Retention Schedule – Introduction

The mission of the Records Management program is to improve operational efficiency; to ensure compliance with recordkeeping requirements; and to preserve a record of the functions, programs, and activities of Santa Barbara Chapter American Institute of Architects.

Record/Document	Retention Period (from date of approval)
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
Website Content	3 years from the date of
Applications, resumes, and other job inquiries (candidates not hired)	1 year
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
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

Record/Document	Retention Period <small>(from date of approval)</small>
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
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

Record/Document	Retention Period (from date of approval)
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 (Current)	Permanently
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
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
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

Record/Document	Retention Period <small>(from date of approval)</small>
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
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

Record/Document	Retention Period <small>(from date of approval)</small>
Rules of the Board (current)	Permanently
Rules of the Board (expired)	Permanently
Salary surveys	2 years
Sales and use tax returns and work papers	3 years
Securities transactions (including losses on securities for tax purposes)	7 years
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.