

LEAGUE OF WOMEN VOTERS OF TEXAS

Retention Schedule for Business Records and Documents

Record / Document	Retained in Office	Permanent Archives
Financial Records		
A/P, A/R, cancelled checks, invoices, payroll tax returns, statements, etc.	7 years (Must be kept for 6 full years after tax returns are filed because of IRS audit rules)	
Audit reports	7 years	After 7 years
Financial statements (end of year)	7 years	After 7 years
General ledgers, journals	7 years	After 7 years
Tax returns	7 years	After 7 years
Administrative Records		
Bylaws, charter	Current copy and one previous copy	Expired copies
Contracts, notes, mortgages, leases	7 years after expiration	
Correspondence (routine)	7 years	After 7 years
Deeds, mortgages, bills of sale	7 years	After 7 years
Employment applications	3 years	
Insurance policies (expired)	3 years	
Insurance claims, lawsuits	7 years	After 7 years
Minutes of board meetings, conventions, councils, board actions	5 years	After 5 years
Personnel files	3 years after termination	
Property records, including costs, depreciations, reserves, blueprints	Until property is disposed of	After property is disposed of
<i>Texas Voter</i>	6 years	After 6 years
Local League Information		
Achievement goals/awards (final summaries only)	2 years	After 2 years
Bylaws and policies	Current copies	Expired copies
Minutes, publications	2 years	After 2 years
Disbanded Leagues	2 years	After 2 years
Legislative Information		
Legislative interviews	4 years	After 4 years
Testimony	10 years	After 10 years
Issue papers	10 years	After 10 years
Legislative newsletters	10 years	After 10 years
Development Information		
Annual reports	10 years	After 10 years
Actions of contributors	3 years	After 3 years
League Program		
Program planning	5 years	After 5 years
State studies: <i>Facts & Issues</i> , consensus reports, significant background materials	10 years	After 10 years
<i>Voters Guides</i>	8 years (at least 10 copies)	After 8 years (1 copy)
National program: <i>Impact on Issues</i> , other publications	2 years (current edition)	
Completed education projects	7 years	After 7 years