



**Bank Deposit**

Signature Authorized	P
Statements	7
Deposit Books	3
Slips	3
Reconcilements	3

**Budget**

Authorizations	7
Statistical Analysis of Expense	7

**Corporate Papers**

Articles of Incorporation	P
Charter	P
Constitution & Bylaws	P
Documents with Register	P
Minute Books	P
Board Meeting Agendas	7
Strategic Plan	
Hard Copy	P
Electronic	P
Conflict of Interest Annual Signatures (electronic)	P

**Corporate Sponsorship**

Registration forms	2
Artwork/logos	2

**Correspondence**

General	2
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**Events and Programs**

Notices/Promotional Materials (electronic or hard copy)	
Final Version	P
Draft	Until Program is complete
Meeting Registrations	
Electronic and Hard Copy	5
CPE Sign-in and Sign-out Sheets	
Electronic	7
Hard Copy	5
Meeting Handouts	
Hard Copy (if applicable)	1
Electronic	5
Evaluations/Survey Results	
Hard Copy (if applicable)	1
Electronic (individual responses)	5
Electronic (summary of results)	P

**Insurance Policies**

Accident	8
Fidelity	8
Fire	8
Hospital	7
Inspection Certificates	7
Liability	8
Workmen's Compensation	10

**Inventory**

Inventory Control	7
Plant & Fixtures	P

**Legal**

Contracts	10
Customers (non-government)	10
Government Contracts	4
Employee	P
Royalties	P
Claims and Litigation Files	10
Copyright, Patent and Trademark Registration	P
Correspondence (electronic or hard copy)	2 or until no further action is required

**Membership**

Achievement Reports 1978 to 1984	P
Member Surveys (electronic or hard copy)	
Individual responses	1 year
Summary of results	P
Chapter Newsletter	
Hard Copy	P
Electronic	P
Membership Rosters	
Monthly	3
Year End	7
Ballot for Slate of Officers and Directors	3
Volunteer Forms	1
Plaques and Trophies	P

**Personnel**

Applications	1
Earning Records	P
Employment Releases	P
Employee Contracts	10
Garnishments	10
Government Reports	6
Insurance, Hospital	7
Payroll Analysis	7
Pensions	P
Service Records	P
Time Cards	5
Wage Rate Changes	8

**Property**

Inventories	P
Depreciation Records	P

**Public Relations**

Annual Reports	P
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**Photographs**

Electronic	P
Hard Copy	P

**Purchasing**

Correspondence	5
Invoices	7
Purchase Orders	7

**Sales**

Purchase Journal/Register	7
Accounts Receivable Register	7
Correspondence	5
Customer Orders	7
Invoices	7
Remittance Statements	2
Sales Journal/Register	7
Summaries of Expense	7

**Taxes**

Income	P
Property	P
Sales	P
Social Security	P
Withholding Certificates	P
Payroll Tax Returns	4

**Traffic Department**

Bills of Lading	4
Freight Bills	4