HFMA Massachusetts-Rhode Island Records Retention Policy

All documents produced as a results of conducting the affairs of the Association shall be properly stored and safeguarded in order that a complete and accurate record of business transactions is readily available at all times. Recognizing that no valid reason exists to retain all documents for an indefinite person of time, certain documents may be disposed of when their retention will not serve a useful purpose. Therefore, documents may be disposed of in accordance with the record retention schedule which is attached and is part of this policy.

This policy is intended to organize and standardize the Association's practices with regard to the retention and destruction, when appropriate, of Association documents.

Document Type Duration to Retain

(Key: P is Permanent, All numbers represent years)

Accounting

Accounts Payable Ledger	7
Accounts Receivable Ledger	7
Audit Reports	Р
Balance Sheets	Р
Bills, Paid	7
Cash Books	Р
Cash Disbursements	Р
Cash Payroll	Р
Cash Receipts	Р
Cash Register	10
Check Stubs	7
Checked, Cancelled	7
Payroll	7
Petty Cash	7
Correspondence	5
Memos, Credit	7
Debit	7
Expense Records	7
Financial Statements	Р
Invoice	7
Journals & Ledgers	Р
Notes Paid	Р
Operating Statements	Р
Payroll Journals	10
Petty Cash Reports	7
Trial Balances	Р
Accounts Payable	7
Accounts Receivable	7
General Ledger	Р
Voucher Register (Journal)	Р

Advertising

Contracts	5
Correspondence	5
Drawing & Artwork	5

Bank Deposit	
Signature Authorized	Р
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	Р
Minute Books	P
Board Meeting Agendas	7
Strategic Plan	
Hard Copy	Р
Electronic	Р
Conflict of Interest Annual Signatures (electronic)	Р
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Corporate Sponsorship	
Registration forms	2
Artwork/logos	2
Correspondence	
General	2
Events and Programs	
Events and Programs Notices/Promotional Materials (electronic or hard copy	()
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Notices/Promotional Materials (electronic or hard copy	
Notices/Promotional Materials (electronic or hard copy Final Version	Р
Notices/Promotional Materials (electronic or hard copy Final Version Draft	Р
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations	P Until Program is complete
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy	P Until Program is complete
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets	P Until Program is complete 5
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic	P Until Program is complete 5 7
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic Hard Copy	P Until Program is complete 5 7
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic Hard Copy Meeting Handouts	P Until Program is complete 5 7 5
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic Hard Copy Meeting Handouts Hard Copy (if applicable)	P Until Program is complete 5 7 5 1
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic Hard Copy Meeting Handouts Hard Copy (if applicable) Electronic Evaluations/Survey Results	P Until Program is complete 5 7 5 1
Notices/Promotional Materials (electronic or hard copy Final Version Draft Meeting Registrations Electronic and Hard Copy CPE Sign-in and Sign-out Sheets Electronic Hard Copy Meeting Handouts Hard Copy (if applicable) Electronic	P Until Program is complete 5 7 5 1 5

Insurance Policies Accident 8 **Fidelity** 8 Fire 8 Hospital 7 **Inspection Certificates** 7 8 Liability Workmen's Compensation 10 Inventory **Inventory Control** 7 Р Plant & Fixtures Legal Contracts 10 Customers (non-government) 10 **Government Contracts** 4 Р **Employee** Р Royalties Claims and Litigation Files 10 Copyright, Patent and Trademark Registration Ρ Correspondence (electronic or hard copy) 2 or until no further action is required Membership Р Achievement Reports 1978 to 1984 Member Surveys (electronic or hard copy) Individual responses 1 year Summary of results Ρ **Chapter Newsletter** Ρ Hard Copy Р Electronic Membership Rosters Monthly 3 7 Year End Ballot for Slate of Officers and Directors 3 **Volunteer Forms** 1 **Plaques and Trophies** Ρ **Personnel Applications** 1 Р **Earning Records Employment Releases** Р 10 **Employee Contracts** Garnishments 10 **Government Reports** 6 Insurance, Hospital 7 7 **Payroll Analysis** Р Pensions Service Records Ρ

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Time Cards

Wage Rate Changes

Property Ρ Inventories Р **Depreciation Records Public Relations** Р **Annual Reports Photographs** Electronic Ρ Р **Hard Copy Purchasing** Correspondence 5 7 Invoices **Purchase Orders** 7 Sales Purchase Journal/Register 7 7 Accounts Receivable Register Correspondence 5 7 **Customer Orders** 7 Invoices 2 **Remittance Statements** 7 Sales Journal/Register 7 Summaries of Expense **Taxes** Р Income Property Ρ Р Sales Ρ **Social Security** Р Withholding Certificates **Payroll Tax Returns** 4

Traffic DepartmentBills of Lading

Freight Bills

4

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