

**CECIL FIELD POW/MIA MEMORIAL
DOCUMENT RETENTION POLICY
Approved 15 November 2017**

CECIL FIELD POW/MIA MEMORIAL, INC. (the "Organization) hereby adopts this Document Retention Policy to ensure the proper maintenance of Organization records.

Type of Document	Minimum Time Period Retained by Organization
Audit reports	Permanently
Checks (for important payments and purchases)	Permanently
Contracts (still in effect)	Permanently
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently
Minute books and bylaws	Permanently
Patents and related Papers	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Year End Financial Statements	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Expense Analyses/expense distribution schedules	7 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Timesheets	7 years
Accounts payable ledgers and schedules	7 years
Withholding tax statements	7 years
Bank statements	3 years
Employment applications	3 years
Insurance Policies (expired)	3 years
Internal audit reports	3 years
Bank Reconciliations	2 years
Correspondence (general)	2 years
Correspondence (with customers and vendors)	2 years
Duplicate deposit slips	2 years

