

| Record Type | Official Copy | Retention Period |
|--|---------------------------|---|
| Cash:bank statements and reconciliations, cancelled checks, cash receipts support, petty cash records | Accounting Dept | 7 years + |
| Cash:cash receipts journal (electronic) | Accounting Dept | Permanently |
| Accounts Payable:check registers (electronic) | Accounting Dept | Permanently |
| Accounts Payable:check registers (paper copy), vendor invoices and payment support | Accounting Dept | 7 years + |
| Accounts Receivable:accounts receivable ledgers and support, invoices | Accounting Dept | 7 years + |
| General Accounting:general ledger vouchers and support, monthly closing work papers, G/L account reconciliations, monthly and quarterly reports, fixed asset ledgers and support | Accounting Dept | 7 years + |
| General Accounting:general ledger (electronic), audited financial statements, chart of accounts (electronic), tax returns | Accounting Dept | Permanently |
| Payroll: payroll registers, wage allocation and other reports, employee payroll files (time reports, W-4s, etc held for at least 6 years after employee's termination, retirement, or death) and payroll tax records | Accounting Dept | 7 years + |
| Payroll:forms W-2 (electronic) | Accounting Dept | Permanently |
| Pension: plan documents and amendments, determination letters, plan financial statements, employee records | Accounting Dept | Permanently |
| Insurance policies and claims (and supporting documentation) | Accounting Dept | End of matter plus 10 years |
| Insurance Certificates and audit adjustments | Accounting Dept | End of matter plus 3 years |
| Group insurance plans | Accounting Dept | 3 years after plan has been amended or terminated |
| Contracts | Authorized Signer | End of agreement plus 6 years |
| Conference and meeting agendas | Conference Dept | Permanently |
| Event Records and planning documents | Conference Dept | 3 years |
| Routine correspondence | Creator | 3 years |
| Membership Records | Director of Development | Permanently |
| Contributions | Director of Development | Permanently |
| Grant Records | Grant Administrator | 6 years after completion of grant |
| Employment and Personnel records | HR | Employee separation plus 6 years |
| Eeo-1 employer information reports | HR | 4 years |
| Employee handbook | HR | Permanently |
| Safety Records including records of workplace incidents that result in fatality or hospitalization of three or more employees and employee exposure records | HR | Duration of an affected employee's employment plus 30 years |
| Data Agreements | IT Director | End of agreement plus 6 years |
| Incorporation documents including articles of incorporation, bylaws and related documents, tax exemption documents including application for tax exemption, IRS determination letter and any related documents as well as Meeting/Board documents including agendas, minutes and related documents | Office of the President | Permanently |
| Clean copy of all Board and Board Committee materials | Office of the President | Permanently |
| Legal Files | Office of the President | 10 years |
| Press releases and publicly filed documents | Public Information Office | Permanently |
| NBER publications | Publications Dept | Permanently |
| Subscription and Sales Documents | Subscription Manager | 6 years beyond life of agreement |