

### **SUGGESTED AUXILIARY RETENTION SCHEDULE**

1. **PERMANENT** - Treasurer's record books, Secretary's Minute Books, membership applications (files for active and inactive).
2. **7 YEARS** - Bank deposits and check stubs, bank statements, canceled checks and drafts, copies of deposit slips.
3. **5 YEARS** - Schedules of fire and other insurance, record of payment of premiums, amounts recovered and papers substantiating claims against companies.
4. **3 YEARS** - Audit reports (reports must be incorporated into Minutes), dues receipts.
5. **CORRESPONDENCE** - It is suggested that all correspondence and records relating to all subjects, before filing, be stamped or marked **Permanent, Temporary, Regular** and filed accordingly: Permanent - forever; Temporary - 1 year and Regular- 2 to 5 years.

**See the next page for the National Ladies Auxiliary VFW recommendations.**

## RETENTION SCHEDULE FOR LADIES AUXILIARY VFW RECORDS

We have developed the following guidelines to be used in determining what records the Auxiliaries should retain and the length of time they should keep them. This list includes some records to be retained by all businesses, including Auxiliaries, and some records that relate only to our organization. Some of the items listed may not pertain to your Auxiliary. For Federal tax purposes, the general statute of limitations is three years after the return due date, including extensions; however, there are situations in which the statute of limitations will be extended to six years, or even indefinitely. In addition to federal laws, each state also has its own laws regarding record-keeping requirements.

### General Guidelines For All Levels of The Organization

|  |           |
|--|-----------|
| Certificate of Incorporation and Corporate Charter   | Permanent |
| Bylaws   | Permanent |
| Minutes Books  | Permanent |
| Disciplinary Action Files  | Permanent |
| Contracts, Licenses (if expired, 7 years), Patents and Trademarks  | Permanent |
| Federal and State Income Tax Records   | 6 Years   |
| Annual Financial Statements (end of year trial balances)   | Permanent |
| Original Audit Reports   | Permanent |
| Copies of Audits forwarded to Department Treasurers  | 3 Years   |
| Monthly Statements used for Internal Purposes  | 3 Years   |
| General Ledger   | 6 Years   |
| General Journal  | 6 Years   |
| Cash Disbursement Journals, Accounts Payable Ledgers, Purchase Orders,<br>Receiving Records, Vendor Invoices     | 6 Years   |
| Cash Receipts Journals, Accounts Receivable Ledgers, Sales Orders,<br>Shipping Records, Copies of Sales Invoices | 6 Years   |
| Bank Statements  | 6 Years   |
| Bank Reconciliations   | 6 Years   |
| Cancelled Checks (important purchases/contracts should be attached<br>to paperwork and filed)                    | 7 Years   |
| Copies of Deposit Slips  | 7 Years   |
| Personnel and Payroll Records  | 7 Years   |
| Detailed Fixed Asset Records   | Permanent |

### Additional Guidelines Specific To Auxiliaries

|   |            |
|---|------------|
| Auxiliary Charter   | Permanent  |
| Perpetual Charter   | Permanent  |
| Policy and Rulings  | Permanent  |
| Auxiliary copies of Membership Application Cards  | Permanent  |
| Auxiliary copies of Life Membership Application Cards   | Permanent  |
| Deceased Members Application Cards  | 6 Years OR |
| Until member has reached 120 Years of Age   | 1 Year     |
| Auxiliary copies of Membership Summaries  | Permanent* |
| Monthly Maintenance Journals  | Permanent* |
| *Note: Monthly Maintenance Journals may be destroyed after three years if an<br>updated roster is maintained as a permanent record. The roster must be updated for<br>each payment or change and indicate the Dues Payment List date.   |            |
| Dues Record Cards   | Permanent* |
| *Note: This would be the only record an Auxiliary would have to prove continuous<br>membership without going back through years of Dues Payment Lists or rosters.<br>Active and inactive members may be kept separate, but an Auxiliary should have a<br>permanent record of every member that has paid dues to the Auxiliary |            |
| Treasurer's Bond Receipts   | 3 Years    |
| Routine Correspondence  | 3 Years    |