

**Documentation Retention Policy**

<b>PERMANENTLY</b>	<b>At least 10 Years</b>	<b>At Least 7 Years</b>	<b>At Least 3 Years</b>	<b>At Least 2 Years</b>	<b>Contract Period end Date</b>	<b>Email Communications</b>
Members	Checks	Payable and	statements	reconciliations	effect)	retention policy that retains
Articles of Incorporation	Client Files	analysis/expense	applications	(general)		
Audit reports		customers, from	reports	slips		
Board Meeting Minutes		bylaws, and	records for			
Corporate Resolutions and important matters)		and summaries				
Depreciation schedules		(terminated				
Year End		Timesheets				
Insurance Policies		registrations and				
Letter		statements				
papers						
Deeds/Mortgages/Bill of records						
Tax Returns and copyrights						