

NCSBA Records Retention Schedule

---Recommended by NCSBA Secretary Lynn Wilson and adopted by the NCSBA Executive Committee at its December 2, 2017 meeting to be reviewed by auditors when financial records are audited, to be updated and incorporated in an annual procedures manual for new Executive Committee members.

Record	Retention period	Retained by originating member and transferred to successor if retention period has not expired.	Transferred to archives by originating EC or chapter member or committee chair
Accounts payable ledgers	7 years	Treasurer	
Accounts Receivable	7 years	Treasurer	
Annual Financial Statements	Permanent	Treasurer, unless incorporated by reference and attached to Minutes	yes
Articles of Incorporation and amendments	Permanent	Secretary (or NCSBA attorney)	yes
Audit reports	3 years	Treasurer	
Award nominations-non-recipients	1 year	Nominations committee chairperson, provided that the award has been made and reported in the Bee Buzz.	
Award nominations-recipients	Permanent		yes
Award-GAP applications	Permanent	Chapter contact	yes
Bank Statements, Reconciliations & Deposit Slips, provided that an audit has been completed	3 years	Treasurer	
Bee Buzz and chapter newsletters	Permanent	Bee Buzz and chapter newsletter editors	Yes, One copy to NCSU Libraries and one copy to UNC-CH Special Collections
Canceled Checks	7 years	Treasurer	
Chapter applications, including initial Constitution and Bylaws	3 years	Provided that a decision to grant or deny the charter has been made and minuted.	
Charters-chapter original (Two duplicate originals should be executed.)	Permanent	Maintained, and transferred to successor in office, by the Secretary	

Charters-EC original (Two duplicate originals should be executed.	Permanent	Paper original should be scanned and filed in EC DropBox by the Secretary.	Yes, transfer to NCSBA archives at NCSU as soon as the document has been scanned and filed in EC DropBox
Committee reports provided to the EC or chapter-AND incorporated by reference and attached to Minutes	Permanent		yes
Committee reports provided to the EC or chapter-NOT incorporated by reference and attached to Minutes	EC member's term	Summarized in Minutes; Transferred to successor at the discretion of the officer	yes
Conference evaluations	1 year	Provided that results have been reported to the governing board and	
Conference programs	Permanent	Conference Committee Chairperson	
Constitution, Bylaws and Amendments, provided that adopted documents have been posted on the website	Permanent	Secretary maintains a paper copy of current governing documents only	yes
Contracts, mortgages, notes, and leases	7 years after expiration	Treasurer	
Contribution Records	Permanent	Treasurer	
Correspondence (general)	2 years	NCSBA "originator" or "respondent" (if external)	
Correspondence (legal and important matters)	Permanently	Originating member	yes
Credit Card Receipts	3 years	Treasurer	
Deeds, mortgages, and bills of sale	Permanently	Treasurer	
Determination Letter from the IRS, and correspondence relating to it	Permanent	Treasurer	

E-mails considered important to the organization and of lasting significance should be printed and stored	Permanent; subject to review	Originating member	yes
E-mails not included in other listed categories	2 years	Originating member	
Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.		Originating member	
Employer Identification (EIN) Designation	Permanent	Treasurer	
Expense analyses/expense distribution schedules	7 years	Treasurer	
Financial Statements-interim	7 years	Treasurer	
Grant Records	7 yrs after end of grant period or grant rejection	Project chairperson	
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanent	Treasurer	
Inventory records for products, materials, and supplies	3 years	Treasurer	
Invoices (to customers, from vendors)	7 years	Transferred to a newly-elected Treasurer if retention period has not expired.	

Master Beekeeper Program written tests	3 months	Provided that the MBP chairperson has recorded the test results and notified the test proctor that the tests may be destroyed.	
Membership applications	3 months	Provided that the member has been provided with a letter of receipt of membership dues.	
Minutes of board meetings and annual meetings of members, resolutions, provided that Minutes have been posted to NCSBA website	Permanent	Secretary	yes
Obituaries and related documents for deceased members for whom candles are lit	Permanent	Conference Committee Chairperson	yes
Policies and Procedures Manual	Until superceded	Members	
Strategic Plans, incorporated by reference and attached	Permanent	Secretary	yes
Tax returns	Permanent	Treasurer	
Tax-state and local-exemption documents and correspondence	Permanent	Treasurer	
Trademark registrations, copyrights	Permanent	Secretary (or NCSBA attorney)	yes
Website-public sections only	Permanent	<i>NOTE: There is currently no provision for archiving password protected sections of the website or Dropbox photos and documents.</i>	Periodically captured by NCSU Libraries pursuant to our Deed of Gift
Yellow Book	permanent	Yellow Book Editor	yes, One copy to NCSU Libraries and one copy to UNC-CH Special Collections