

READING COMPANY TECHNICAL & HISTORICAL SOCIETY RECORDS RETENTION POLICY

The following are minimum retention requirements as recommended by the National Council of Non-profit Associations and shall be followed unless revised by federal, state or local law. Records will be retained as indicated for at least 2 years and by the archivist at the RCT&HS archives in subsequent years.

Accidents reports/claims	7 years	Secretary
Accounts payable ledgers and schedules	7 years	Treasurer
Accounts receivable ledgers & schedules	7 years	Treasurer
Audit reports	Permanently	Treasurer
Bank reconciliations	2 years	Treasurer
Bank statements	2 years	Treasurer
Cash books	Permanently	Treasurer
Charts of accounts	Permanently	Treasurer
Contracts, mortgages, notes and leases (expired)	7 years	Treasurer
Contracts, mortgages, notes and leases (still in effect)	Permanently	Treasurer
Correspondence (general)	2 years	Secretary
Correspondence (legal and important matters only)	Permanently	Secretary
Correspondence (routine) with customers and/or vendors	2 years	Secretary
Deeds and bills of sale	Permanently	Treasurer
Financial statements	Permanently	Treasurer
Insurance policies	3 years	Treasurer
Inventories of products, materials, and supplies	7 years	Finance Chair
Journals	Permanently	Treasurer
Minute book of directors, stockholders, bylaws, and charter	Permanently	Secretary
Notes receivable ledgers and schedules	7 years	Treasurer
Sales records	7 years	Treasurer
Scrap and salvage records	7 years	Treasurer
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability.	Permanently	Treasurer
Trademark registrations and copyrights	Permanently	Secretary
Training manuals	Permanently	Secretary