

New Hampshire Library Association

Document Retention and Destruction Policy

General

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the executive board, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The New Hampshire Library Association Google Drive, which can be accessed using the NHLA executive board email address, shall be the designated repository for all NHLA digital records until such a time as the executive board may choose to designate a different repository.

All non-digital records shall be kept in the NHLA's record repository at the New Hampshire Library Building until such a time as the executive board may choose to designate a different repository.

Digital shall be the preferred format for all NHLA records, and documents shall be saved in digital format whenever it is possible to do so.

This policy applies to all records, whether physical or digital, created by the NHLA, including those no longer in active use.

Working documents, such as drafts, correspondence, and other documents which the board members may keep for personal use and reference may be retained as long as they are being put to such use. They may not be stored on the NHLA Google Drive.

The organization's staff, volunteers, members of the executive board, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Executive Board;
- b.* All other paper documents will be destroyed after three years;
- c.* All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and

- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Depreciation schedules	Permanently
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other	7 years
Duplicate deposit slips	2 years
Expense analyses/expense distribution schedules	7 years
Government relations records, State and federal lobbying and political contribution reports and supporting records	7 years

Type of Document	Minimum Requirement
Insurance records, accident reports, claims	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Lists of Officers and Committee Members	Permanently
Membership Applications	Until they are processed
Membership Lists	Permanently
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years
Year-end financial statements	Permanently
Conference Planning:	
Evaluations	18 months
Hotel Contracts	4 years
Registrations	4 years
Conference Center Schedules	6 months