

Indiana Association for College Admission Counseling

Record Retention/Document Destruction Schedule

Type of Record	Term of Retention		Retention Format		
	Permanent	Years	Paper	Electronic	
Corporate Records					
Articles of Incorporation	P		X		
Articles filing certificate	P		X		
Constitution & By Laws (current)	P		X	X	
Executive Com'te Minutes	P		X	X	
General Membership Minutes	P		X	X	
Committee Meeting Minutes		3	X	X	
Financial Management					
Auditor's Reports	P		X		
Bank Statements		7	X	X	
Treasurer Reports		7	X	X	
Budgets		3	X	X	
Payment Requests		7	X		
General Ledger	P		X		
Insurance Policies & Claims		7	X		
Tax Reports	P		X		
Vendor Invoices		7	X		
Contracts		7	X		
Communications					
Annual Reports	P		X		
General Correspondence		2	X	X	
General Management					
Operations Manual (current)	P		X	X	
Letters of Agreement	P		X	X	