

VFW Department of Nevada

Document Retention Policy



Veterans of Foreign Wars of the United States
Department of Nevada

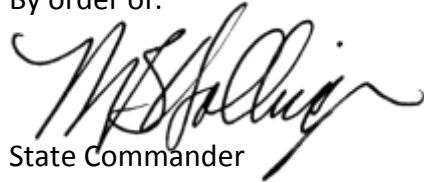
DOCUMENT RETENTION POLICY

The Veterans of Foreign Wars, Department of Nevada endeavors to comply with all statutory and regulatory provisions, including 29 CFR part 516, concerning recording keeping and reporting requirements. Attached to this policy is the records retention guide used by the VFW National Headquarters and shall be used by the Department of Nevada, its districts, and its posts.

The Department's inspector shall ensure that all Department posts and districts are following the Department document retention policy. Failure of a post or district to adhere to this policy and follow the document retention guidelines contained within this policy document shall be documented on the annual post and district inspection forms.

Effective date of this policy: Immediate

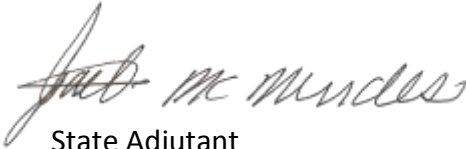
By order of:



State Commander

Date: 1 May 2012

Attest:



State Adjutant

Date: 1 May 2012

RECORDS RETENTION GUIDE

Item	Retention Period
• Accounts payable invoices	7 years
• Accounts payable ledgers and schedules	7 years
• Accounts receivable ledgers and schedules	7 years
• Annual financial reports (including certified audit reports)	Permanently
• Annuity & deferred payment plans	Continuing record
• Audit reports, periodic	2 years
• Audit work papers	5 years
• Balance sheets	5 years
• Bank deposit slips	5 years
• Bank statements and reconciliations	5 years
• Bills of Lading	2 years
• Bonds - Fidelity	3 years after termination
• Bonds - Surety	3 years after termination
• Budgets	5 years
• By-Laws	Until superseded
• Cancelled checks (for important payments, i.e. , taxes, purchases of property, special contracts, etc.) (checks should be filed with papers pertaining to the underlying transactions)	Permanently
• Cancelled checks - other /	7 years
• Cash receipt records	7 years
• Charts of Accounts	Permanently
• Community Activity Reports	3 years
• Contracts and leases	7 years following expiration
• Correspondence, executive	10 years
• Correspondence, general	3 years
• Deeds, mortgages, and bills of sale	Permanently
• Depreciation schedules	Permanently
• Election Reports	5 years
• Employee accident reports	30 years after settlement
• Employee contracts	7 years after termination
• Employee insurance records	11 years after termination
• Employee records	4 years following termination
• Employee withholding records	7 years
• Employment application	7 years following termination, 1 year for applicants not employed
• Entertainment, gift & gratuity records	3 years
• Expense vouchers	7 years
• Freight bills	3 years
• Freight claims	2 years
• Garnishments	7 years after termination
• General ledger	Permanently
• Gifts, records of gifts	Permanently
• Income statements, annual	Permanently

Attachment to VFW Department of Nevada Document Retention Policy

• Incorporation papers	Permanently
• Inspection reports	3 years
• Insurance policies, reports and claims (current)	4 years after expiration
• Inventory records	Permanently
• Invoices	7 years
• Journals	Permanently
• Labor cost records	3 years
• Lease records	3 years after termination
• Legal correspondence	Permanently
• Membership applications	Permanently
• Membership rosters	5 years
• Minute books of directors and stockholders, Including by-laws and charter	Permanently
• Minutes of Post meetings	5 years
• Notes receivable ledger and schedules	7 years
• Payroll register	Permanently
• Periodic financial reports	3 years
• Petty cash records	3 years
• Physical inventory tags	3 years
• Postal records	1 year after end of fiscal year
• Property appraisals by outside appraisers	Permanently
• Property records	Permanently
• Purchase orders	7 years
• Quartermaster reports	5 years
• Retirement and pension records	Permanently
• Sales records	7 years
• Savings bonds registration records of employees	3 years
• Shipping & Receiving documents	2 years
• Stock and bond records; ledgers, transfer registers, coupons	Permanently
• Subsidiary ledgers	7 years
• Tax records	Permanently
• Trade mark registrations	Permanently
• Voucher register and schedules	7 years
• Vouchers for payments to vendors, employees, etc. (including allowances And reimbursement of employees, VFW officers, chais, etc, for travel and entertainment expenses)	7 years