



## STUDENT AMERICAN VETERINARY MEDICAL ASSOCIATION RECORDS RETENTION POLICY

Adopted August 28, 2011

It is the policy of the Student American Veterinary Medical Association to retain records as required by law and to destroy them when appropriate. The formal records retention policy of the Student American Veterinary Medical Association is as follows:

Accident reports/claims (settled cases)	7 Years
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Audit reports	Permanently
Bank deposit records	3 Years
Bank reconciliations	3 Years
Bank Statements	3 Years
Cancelled Checks	7 Years
Chart of Accounts	Permanently
Check Register	Permanently
Contracts, mortgages, notes and leases: expired	7 Years
Contracts, mortgages, notes and leases: still in effect	Permanently
Correspondence: General	2 Years
Correspondence: Legal and important matters only	Permanently
Correspondence: Routine with customers and/or vendors	2 Years
Correspondence: Deeds, mortgages and bills of sale	Permanently
Committee Agenda Books	3 Years
Committee minutes	7 Years
Committee recommendations to Executive Board	3 Years
Depreciation schedules	Permanently
Executive Board Actions	Permanently
Expense analyses/expense distribution schedule	7 Years
Financial statements year-end	Permanently
Garnishments	7 Years
General ledgers/year-end trial balance	Permanently
HOD Proceedings	Permanently
Invoices (to customers, from vendors)	7 Years
VetGazette Publications	3 Years
Minute books of directors, bylaws and charters	Permanently
Notes receivable ledgers and schedules	7 Years
Petty cash vouchers	3 Years
Purchase orders	7 Years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 Years
Tax returns and worksheets, examination reports and other documents relating to determination of tax liability	Permanently