

Subject: Document Retention

Effective Date: May 2009

Reviewed by: Secretary & Treasurer

Approved by: APIC MN Board of Directors

Revision Dates: 5/11

POLICY

Designated Board Members, Committee Chairs, and the Administrative Assistant, as assigned, will maintain the following APIC MN documents per the following guideline.

Source: Retention and Destruction Guideline and APIC National Audit/Finance Policy 3.3.3:

Type of Document:	Minimum Document Retention Time:	Person Responsible for Retention:
Accounts payable ledgers, schedules, requests for reimbursement, requests for payment	7 years	Treasurer
Audit reports, year end financial statements	Indefinitely	Treasurer
Bank documents: statements, deposit records, reconciliations	5 years	Treasurer
Cancelled checks	7 years	Treasurer
Contracts	7 years or longer if still in effect	President, Executive Assistant
Election results	6 months	Secretary
Education annual fall conference documents	At the discretion of the Conference Chair	Conference Chair, Exec Assistant
Education documents from monthly meetings, BICC	At the discretion of the Education Chair, BICC	Education Chair, Exec Assistant
General correspondence (including customers, vendors)	2 years	Secretary, Executive Assistant
Correspondence (legal, important matters)	Indefinitely	President
Invoices	7 years	Treasurer, Executive Assistant
Minutes (board & membership meetings), & bylaws	Indefinitely	Secretary
Newsletters (electronic)	Indefinitely	News/Views Editor & Executive Assistant
Tax returns and worksheets, all Treasurer's reports	Indefinitely	Treasurer
Historical documents (pictures, etc)	At the discretion of the Board of Directors	Administrative Assistant (coordinates with Board)
Conflict of Interest Forms	1 calendar year	Secretary

PURPOSE

To maintain a record of APIC MN activities for historical and financial purposes.



Policy/Procedure

Policy #18

PROCEDURE

1. Documents outlined above may be maintained in a hard copy or electronic format.
2. Outgoing person responsible for document retention will provide the incoming person in that position with copies of the documents listed above (paper or electronic copies) if the minimum retention time has not been met.

ATTACHMENTS & RELATED FORMS:

1. National APIC Audit & Finance Committee Policy 3.3.3
2. APIC MN Job Description for Treasurer and Secretary