

AMERICAN ANTI-VIVISECTION SOCIETY
DOCUMENT RETENTION AND DESTRUCTION POLICY

ITEM	RETENTION PERIOD
BANK STATEMENTS & RECONCILIATIONS	7 YEARS
CANCELLED CHECKS (IMPORTANT PAYMENTS – PURCHASES OF PROPERTY, TAX PAYMENTS, LARGE OR SIGNIFICANT CONTRACTS)	PERMANENT
CANCELLED CHECKS – (ORDINARY)	7 YEARS
CASH BOOKS	PERMANENT
CASH RECEIPTS AND DISBURSEMENTS	7 YEARS
CONSTRUCTION DOCUMENTS	PERMANENT
CONTRACTS AND LEASES (CURRENT)	PERMANENT
CONTRACTS AND LEASES (EXPIRED)	7 YEARS
CORPORATE – ARTICLES OF INCORPORATION & BY LAWS	PERMANENT
CORPORATE – CERTIFICATE OF INCORPORATION AND RELATED LEGAL OR GOVERNMENT DOCUMENTS	PERMANENT
CORPORATE – MINUTES OF BOARD & COMMITTEE MEETINGS, ETC.	PERMANENT
CORRESPONDENCE – (GENERAL)	7 YEARS
CORRESPONDENCE – (LEGAL / IMPORTANT)	PERMANENT
DUPLICATE BANK DEPOSIT SLIPS	3 YEARS
EMAIL (OFFICIAL BUSINESS)	5 YEARS
EMPLOYEE ASSIGNMENTS AND GARNISHMENTS	7 YEARS
EMPLOYEE BENEFIT PLAN DOCUMENTS	7 YEARS
EMPLOYEE PAYROLL RECORDS	7 YEARS
EMPLOYEE PAYROLL REPORTS (FEDERAL, STATE, OR CITY GOV'T.)	7 YEARS
EMPLOYEE PERSONNEL RECORDS (AFTER TERMINATION)	7 YEARS
EMPLOYEE PERSONNEL RECORDS (CURRENT)	PERMANENT
EMPLOYEE RETIREMENT & PENSION RECORDS	PERMANENT
EMPLOYEE TIMESHEETS	7 YEARS
EMPLOYEE WORKMAN'S COMPENSATION DOCUMENTS	11 YEARS
EMPLOYMENT APPLICATIONS (CURRENT EMPLOYEES)	PERMANENT
EMPLOYMENT APPLICATIONS (OTHER)	1 YEAR
FINANCE – ACCOUNTS PAYABLE LEDGERS AND SCHEDULES	7 YEARS

FINANCE – ACCOUNTS RECEIVABLE LEDGERS AND SCHEDULES	7 YEARS
FINANCE – AUDIT REPORTS OF INDEPENDENT ACCOUNTANTS	PERMANENT
FINANCE – CHART OF ACCOUNTS	PERMANENT
FINANCE – DEPRECIATION SCHEDULES	PERMANENT
FINANCE – EXPENSE ANALYSES & DISTRIBUTION SCHEDULES	7 YEARS
FINANCE – FINANCIAL STATEMENTS (INC. TRIAL BALANCES)	PERMANENT
FINANCE – FIXED ASSET RECORDS & APPRAISALS	PERMANENT
FINANCE – GENERAL LEDGERS	PERMANENT
FINANCE – SUBSIDIARY LEDGERS	PERMANENT
FINANCE – UNCOLLECTABLE ACCOUNTS & WRITE-OFFS	7 YEARS
FINANCE – W-2 / W-4 / 1099 FORMS, ETC.	7 YEARS
GRANT INQUIRIES	7 YEARS
INSURANCE – ACCIDENT REPORTS AND CLAIMS (CURRENT CASES)	PERMANENT
INSURANCE – ACCIDENT REPORTS AND CLAIMS (SETTLED CASES)	PERMANENT
INSURANCE – POLICIES (CURRENT)	PERMANENT
INSURANCE – POLICIES (EXPIRED)	PERMANENT
INVENTORIES	7 YEARS
INVOICES FROM VENDORS	7 YEARS
INVOICES TO CUSTOMERS	7 YEARS
NOTES RECEIVABLE LEDGERS	7 YEARS
PAID BILLS & VOUCHERS	7 YEARS
PATENTS & RELATED PAPERS	PERMANENT
PHYSICAL INVENTORY TAGS	7 YEARS
PROPERTY APPRAISALS	PERMANENT
PROPERTY DOCUMENTS – DEEDS, MORTGAGES, ETC.	PERMANENT
STOCK AND BOND CERTIFICATES (CANCELLED)	7 YEARS
STOCK AND BOND RECORDS	PERMANENT
VENDOR PAYMENT REQUEST FORMS & SUPPORTING DOCUMENTS	7 YEARS
VOUCHER REGISTERS & SCHEDULES	7 YEARS

THE PRESIDENT OR BOARD OF MANAGERS HAS THE DISCRETION TO MAKE EXCEPTIONS TO THIS POLICY **ONLY TO EXTEND -- NOT REDUCE** THE AMOUNT OF TIME THAT DOCUMENTS MAY BE RETAINED. FOR EXAMPLE, THE BOARD MAY WISH TO RETAIN CORRESPONDENCE RECORDS IN RELATION TO AN ADMINISTRATIVE PROJECT, PROGRAM, OR CAMPAIGN.