

Retention of Chapter Records, Files, and Correspondence

The following is a guideline for retention of Chapter records, files, and correspondence. This is furnished only as a guide to assist the Secretary in the clearing of files from year to year. Final decision whether additional records should be retained is always left to the Chapter. If no objection is raised, the following may apply:

Audit Report shall be filed with the Secretary when accepted by Chapter. The audit report must be in writing, becomes a permanent part of that meeting's minutes and is attached to the Chapter Minute Book. The audit should be conducted by the Finance Committee appointed by the **incoming** Worthy Matron prior to the installation of new officers each year.

Bank Statements, Check Register, CD, Savings Account, Secretary and Treasurer Cash Books, etc. and any other financial documentation pertaining to Chapter finances should be retained for seven (7) years based on IRS laws.

Chapter Orders (Secretary's vouchers to Treasurer) and **Treasurer's Receipts** (from Treasurer to Secretary) may be disposed of after the final audit of the outgoing officers has been reported and accepted by the Chapter.

Letters unless they pertain to a business transaction of your Chapter, should never be read nor retained in your files. If pertaining to business transaction of the Chapter, they may be disposed of after satisfactory completion of the action.

Correspondence pertaining to the business of your Chapter or Grand Chapter letters under Seal of Grand Chapter should be retained for the active year, or longer depending on the nature of the correspondence. **Thank you notes, invitations, official visit itineraries**, etc., may be disposed of after reading and recording in the Minutes or after the event has taken place.

Dispensations after being read at the meeting shall be filed with the Secretary and become a permanent part of that meeting's Minutes and is attached to the Chapter Minute Book.

Dues Card Register/Stubs (*provided the membership ledger sheet/book for that person has been posted with the date, amount of dues paid and card number for the year*) can then be disposed of after the close of the year and Chapter audit;. It is suggested that for future reference you indicate the method of payment and identifier, such as check or money order number or paid in cash.

Membership Ledger is a permanent record and should never be disposed of or destroyed.

Minute Books should ALL be retained. These are the official records of all the transactions as well as containing your Chapter's history. Entries must be in ink for permanency. If a chapter consolidates, these become part of the history of the continuing chapter; if a chapter surrenders its charter, they go to Grand Chapter.

All Petitions and supporting documents such as Demits, Certificates of Good Standing, etc., should be retained permanently even though the member is deceased, demitted or suspended.