

Records Management Policy for the American Society for Photobiology
Type of document Retention Period

1. Financial & Accounting Records

Including:

Indefinite

- Supporting Journals & Invoices Three (3) years after Fiscal Year ends
- Cancelled Checks Five (5) years after Fiscal Year ends
- Bank Statements & Reconciliations Three (3) years after Fiscal Year ends
- General Ledger Indefinite
- Tax Returns Indefinite (minimum six (6) years)
- Profit Sharing Indefinite
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2. Articles of Incorporation, Deeds, Title Documents, Bylaws and related

Correspondence:

Indefinite

3. Business Conditions Reports (periodic) Two (2) years

4. Hotel Contracts Two (2) years after the meeting

5. Contracts with Consultants and clients Six years after completion

6. Copyrights, trademark registrations, patents, advertising materials, logos

Indefinite

7. Correspondence (general) Thirteen (13) months (except historical – then)

Indefinite

8. Inquiries, literature requests, change of address

Six (6) months

9. Insurance policies and contracts At least six (6) years after completion or last effective

Date

10. Literature, pamphlets, speeches, brochures and other material

Discretionary, but minimum of 13 months (use good

Judgment)

11. Membership applications and related correspondence

Two (2) years all documents

12. Minutes of Council meetings

Indefinite

13. Minutes of committee meetings

Three (3) years

14. Applications for employment

Two (2) years

15. Employee files

Six (6) years after completion

16. Payroll

Three (3) years

17. Surveys (where membership is polled)

Three (3) years after next similar survey

18. Surveys (the individual responses received under foregoing surveys and polls)

Three months where membership responses are collated