

PENN'S WOODS WEST CHAPTER  
TROUT UNLIMITED  
POLICY AND PROCEDURE MANUAL

POLICY #: 20-04

INDEX TITLE: Document Retention

SUBJECT: PROPER MANAGEMENT OF PHYSICAL AND ELECTRONIC DOCUMENTS

- I. POLICY/PURPOSE/SCOPE: Current legal and regulatory situations may require organizations such as TU and PWWTU to produce relevant physical and electronic documents, including emails. On the other hand, storage space and cost for physical documents and back up needs for electronic documents preclude saving everything forever. Hence, a rational approach to document retention is needed.
- II. POLICY: Some documents are more important than others and should be retained indefinitely. Other documents are of lesser importance and should be weeded out of files and destroyed appropriately to make space for new documents, of course.
  - A. Any document related to potential litigation, government audits or investigations should be retained indefinitely.
  - B. Documents should be retained for at least 1 year and possibly longer, based on the attached schedule. The retention year starts at the completion of the project or resolution of the issue involved.
  - C. All documents related to a major grant should be assembled into a single packet at the close of the grant period and activity.
  - D. Documents used for information or reference can be indefinitely.
  - E. Board members will be reminded from time to time to comply with this policy.
  - F. If in doubt, ask TU.
  - G.
- III. Who will be responsible for retention of documents and how will they be stored?
  - a. Each Board member will upload documents for retention in pdf format to Google Docs inside the shared PWWTU Google Drive.
  - b. Each document will have in its file name the date uploaded.
  - c. Documents will be uploaded at least quarterly

APPENDIX: Document Retention Schedule



SIGNED: Charles Buffington

TITLE: President, PWWTU

APPROVALS:

PWW Board: April 2, 2020

Penn's Woods West Chapter of Trout  
Unlimited Document Retention Schedule

<b>Type of Record</b>	<b>Retention Period</b>	<b>Responsible person</b>
Annual Financial Statements	Permanent	Treasurer
Bylaws	Permanent	Done
Capital Asset Acquisition Records	Permanent	Treasurer
Certificates of Incorporation	Permanent	Done
Charter	Permanent	Done
Checks (both physical and electronic images)	Permanent	Treasurer
Correspondence regarding legal matters	Permanent	Secretary
Deeds	Permanent	Treasurer
Depreciation and Amortization of Fixed Asset Schedules	Permanent	Treasurer
General Ledgers	Permanent	Treasurer
Income Tax Returns and Supporting Documents	Permanent	Treasurer
Licenses for Business	Permanent	Done
Minutes of Board Meetings, Resolutions	Permanent	Secretary
Bank Statements	7 years	Treasurer
Contracts and Agreements ( <i>after cancellation or termination</i> )	7 years	Treasurer
Deposit Slips	7 years	Treasurer
Internal Financial Statements	7 years	Treasurer
Leases ( <i>after expiration or cancellation</i> )	7 years	Treasurer
Purchase Orders	7 years	Treasurer
Budgets and Supporting Work papers	3 years	Treasurer
Clearances	3 years	Secretary
Business Insurance Policies ( <i>after expiration</i> )	3 years	Treasurer
Signed Waivers	3 years	Sponsor
Documents not specified	1 year	All