



MILITARY OFFICERS ASSOCIATION OF AMERICA

Ark-La-Tex Chapter
P.O. Box 134
Barksdale AFB, La. 71110



S.O.P. No. 05-11
Effective 12 February 2010

RECORDS RETENTION POLICY

PURPOSE

To establish a time frame to maintain records. It has been adopted from several sources including the Record Retention Guide published by the Massachusetts Society of CPAs, Inc.

GENERAL

Books and records may be maintained on paper, computer, or on electronic (CD) format.

RETENTION SCHEDULE

<u>RECORD</u>	<u>RETENTION PERIOD</u>
Bank Statements	7 yrs
Certificate of Deposit Statements	7 yrs
Check Registers	Permanent
Chart of Accounts	Permanent
Expense Vouchers	7 yrs
Financial Statements –End of Year	Permanent
Financial Statements—Monthly	3 yrs
Tax Returns	Permanent
Bylaws	Permanent
IRS Tax Determination Letter	Permanent
Board Minutes	Permanent
Contracts and Agreements still in effect	Permanent