



# IMPROVING MICHIGAN'S ACCESS TO GEOGRAPHIC INFORMATION NETWORKS

## IMAGIN POLICY 2010-02: IMAGIN DOCUMENT RETENTION POLICY

This policy sets forth the minimum guidelines to be observed for the retention and destruction of documents both electronic and digital for Improving Michigan's Access to Geographic Information Networks known as IMAGIN ("the association"). The following chart will serve as the minimum requirement and shall be observed and administered by the Board of Directors and any contractual association management staff.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

©2004 National Council of Nonprofit Associations, [www.ncna.org](http://www.ncna.org)

May be duplicated for non-commercial use, with attribution, by charitable organizations.

### IMAGIN POLICY 2010-02: IMAGIN DOCUMENT RETENTION POLICY

IMAGIN is a 501(c)3 non-profit organization with offices at 416 S. Cedar Street, Suite C, Lansing, MI 48912  
 P: 517.338.3035x709 F: 866.298.2115 E-mail: [info@imagin.org](mailto:info@imagin.org) Web: [IMAGIN.org](http://IMAGIN.org)



**IMAGIN POLICY 2010-02**  
**IMAGIN DOCUMENT RETENTION POLICY**

As a director, I have reviewed and agree to the policy as set forth and adopted by the Board of Directors of the "Association."

**Signature:**

**IMAGIN Board Title:**

---

---

**Name:**

**Date:**

---

---