



Association of Member
Nominated Trustees

ASSOCIATION OF MEMBER NOMINATED TRUSTEES

Document Retention and Destruction Policy

1. Purpose

This Document Retention and Destruction Policy (Policy) provides for the systematic review, retention and destruction of documents received or created by the Association of Member Nominated Trustees (AMNT) in connection with the transaction of AMNT business. This Policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The Policy is designed to ensure compliance with legislation and regulations, to eliminate accidental or innocent destruction of records and to facilitate AMNT's operations by promoting efficiency and freeing up valuable storage space.

2. Document Retention

AMNT follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

3. Corporate Records - **Company Secretary**

Annual Reports	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
Contracts (after expiration)	5 years
Correspondence (general)	3 years

4. Accounting and Corporate Tax Records - **Company Accountant**

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	10 years

General Ledgers	10 years
Tax Returns	Permanent
Business Expense Records	6 years
Journal Entries	6 years
Invoices	6 years
Sales Records (box office, concessions, gift shop)	3 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

5. Bank Records - Company Accountant

Check Registers	10 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

6. Payroll and Employment Tax Records - Company Accountant

Payroll Registers	Permanent
Unemployment Tax Records	10 years
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years

7. AMNT Employee Records - Company Accountant

Employment and Termination Agreements	10 years
Retirement and Pension Plan Documents	10 years
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
Time Cards/Sheets	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

8. AMNT Members' Records - Membership Secretary

Membership Records
Membership Application Forms
Membership Correspondence/emails
Direct Debit Information

Membership Listings
Personal Case Files

10 Years

9. Emergency Planning

The AMNT's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the association operating in an emergency will be duplicated or backed up at least every week and maintained off site.

10. Document Destruction

AMNT is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

11. Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the AMNT and its employees or contract staff and possible disciplinary action against responsible individuals. The Co-chairs will periodically review these procedures with legal counsel to ensure that they are in compliance with new or revised regulations.

This Policy was adopted by AMNT action this _____ day of _____, 201__

AMNT Data Controller