



**MILITARY OFFICERS ASSOCIATION OF AMERICA**

Ark-La-Tex Chapter  
P.O. Box 134  
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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