

American Legion Auxiliary

Unit # \_\_\_\_\_

Department of Texas  
Document Retention Policy

The following table is the adopted policy that describes the type of document(s) that are to be retained by the Unit and the length of time for said document(s) to be retained.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	7 years
Bank statements and duplicate deposits	7 years
Checks (purchase of assets)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	7 years after date of expiration
Correspondence (general, vendors)	2 years
Correspondence (hotel contracts/agreements)	2 years
Correspondence (legal)	Permanently
Depreciation schedules	Permanently
Employment applications	3 years
Expense analysis and expense distribution	7 years
Year End Financial Statements	Permanently
Incorporation Records	Permanently
Insurance records, accident reports	7 years after closure
Membership card, reports and transmittals	3 years after end of fiscal year
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel Files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	7 years
Withholding tax statements	7 years

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.