

RECORD RETENTION POLICY

CAHA will retain records in an orderly fashion for time periods that comply with legal and government requirements. The following holding periods will be utilized for the maintenance of the documents listed below.

Accounting Records

Accounts Payable	7 years
Accounts Receivable	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 years
Financial Statements (annual)	Permanent
General Ledger and General Journals	Permanent
Purchase Orders and Correspondence	7 years
Purchase Requisitions	2 years
Tax Returns and Working Reports	Permanent
Trial Balances (annual)	Permanent

Bank Records

Bank Reconciliations	3 years
Bank Statements	7 years
Canceled Checks	7 years

Corporate Records

Board Minutes	Permanent
Bylaws, Charters, Articles of Incorporation	Permanent
Business Licenses	Permanent
Legal and Tax Correspondence	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years

CAHA League, Association, and Independent Team Members shall establish a record retention policy that addresses accounting, bank, corporate, and employee records as appropriate. Additional records that may be applicable to the CAHA membership include:

Accounting Records

Loan Payment Schedules	7 years
Fixed Asset Purchases	Permanent

Bank Records

Checks for Capital Purchase	Permanent
Electronic Payment Records	7 years
Petty Cash Vouchers	3 years

Corporate Records

Contracts – Major	Permanent
Contracts – Minor	Life + 4 years
Insurance Policies, Accident, Claims	Life + 4 years
Leasehold Improvements	Permanent
Lease Payment Records	Life + 4 years

Employee Records

Benefit Plans	Permanent
Employee Files (Terminated)	10 years
Employee Applications	1 year
Payroll Records and Employee Taxes	7 years

