

ARMA Michigan Chapter Retention Schedule

Department	Record Type	Description	Retention Period	Trigger Event	Citation	Notes
Administration	Award Submissions		LOC		Best practices	
Administration	Certificate of Destruction	Disposition logs	10	Fiscal Year	Best practices	
Administration	Records Retention Schedule		10	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Administration	Scholarship	Applications	1	Fiscal Year	Best practices	
Board	Chapter Bylaws		LOC	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Board	Chapter Charter (ARMA)		LOC	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Board	Articles of Incorporation		LOC	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Board	Certificate of Change of Registered Office and/or Change of Resident Agent		6	Fiscal Year	Best practices	
Board	Annual Reports		LOC	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Board	Correspondence		3	Fiscal Year	Best practices	
Board	Policies and Procedures		LOC	Until Superseded	Best practices	Once superseded, transfer to Chapter Archive
Board	Archive Materials		LOC		Best practices	
Legal	Contracts		6	Fiscal Year	Best practices	
Marketing	Press Releases, Newsletters		5	Fiscal Year	Best practices	
Marketing	Photographs		LOC		Best practices	
Marketing	Brochures		LOC	Until Superseded	Best practices	Once superseded, transfer to Chpater Archive
Programs	Planning Chapter Programs/Seminars	Committee and Special Project Records	5	Fiscal Year	Best practices	
Secretary	Reference Material (Chapter Library)		Until Superseded	Until Superseded	Best practices	
Secretary	Meeting Notices and Agendas		5	Fiscal Year	Best practices	
Secretary	Minutes (Board of Directors, Chapter Membership, Committee Meetings)		LOC	Fiscal Year	Best practices	Once superseded, transfer to Chapter Archive
Treasury	Financial Records	Year-end Financial Report, Signature Cards, Audit Report, Annual IRS 990 Tax Filing, General Ledger, Treasurers' Reports, Bank Statements, Cancelled Checks, Check Register, Deposit Slips, Disbursements, Paid Invoices, Receipts, Claims for reimbursement	6	Fiscal Year	Best practices	