

Name of Record	Retention Period
Annual Audits and Financial Statements	Permanent
Annual Reports	Permanent
Appraisals	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Cash Receipts	7 years
Check Registers	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	4 years
Credit Card Receipts	7 years
Donor Records and Acknowledgement Letters	7 years
Insurance Policies	Permanent
Invoices	7 years
IRS 1099s	Permanent
IRS 990 Tax Returns	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
Real Estate Documents	Permanent
Scholarship Award Letters	4 years
Stock and Bond Records	Permanent