

# Mascoutah Historical Society

## Document Retention Policy

### Article I - Purpose

The purpose of the Document Retention policy is to identify what records need to be retained permanently, which records can be destroyed after an identified length of time, where such records are to be stored, and who is responsible for maintaining the records and following the adopted policies.

### Article II – Schedule of Records

Type of Record	Retention Period
<b><i>Corporate Records</i></b>	
Articles of incorporation	Permanent
Board and general meeting minutes	Permanent
Executive action conducted via e-mail	Permanent
Board policies	Permanent
Bylaws	Permanent
Annual report to the Illinois Charities Bureau	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts	7 years after termination
Significant general correspondence at the discretion of the Executive Board	3 years
Membership and Emergency Contact records	3 years
<b><i>Accounting and Corporate Tax Records</i></b>	
Year-end financial statements	Permanent
Tax returns and related documents	7 years
Bank deposit slips, check registers, bank statement and reconciliation	7 years
Certificates of Deposit	Permanent until redeemed
<b><i>Donor and Grant Records</i></b>	
Monetary donor records and acknowledgment letters	7 years
Collection donor records	Permanent
Grant applications and contracts	7 years after expiration
<b><i>Legal, Insurance and Safety Records</i></b>	
Insurance policies	Permanent
Elevator inspection and certification records	7 years

<b><i>Digital Records</i></b>
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Any significant digital files that fall into one of the above categories should be printed as hard copies, stored, and retained as listed above.
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**Article III – Storage**

All hard copies of records listed above shall be stored in designated file cabinets, separate from other Society files. Backup copies of the digital files of the Society shall be created twice a year and stored off-site in the Society’s safe deposit box.

**Article IV – Annual Review**

The President shall be responsible for the destruction or deletion of documents on an annual basis, after the January Executive Board meeting. Shredding of the documents is the recommended method of destruction for hard copies; deletion of digital files followed by emptying of the “recycle bin” is the recommended method of destruction for digital files.

Initial Document Retention Policy adopted April 3, 2022

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Colleen Hoercher, Secretary