

## RETENTION OF RECORDS

PERMANENT	THREE YEARS	PAST YEAR	CURRENT YEAR
Chapter Charter	District and regional conference reports.	IAAP releases	Board correspondence for current year other than special problems, policy, etc., should be turned over to the incoming officers
Minutes of all board and annual meetings	Division annual meeting minutes	IAAP Bits & Bytes	Current International, Division, & Chapter Bylaws & Standing Rules
Correspondence of historical nature of special problems	Treasurer's records. *Vouchers for payments, check stubs, canceled checks and receipt books should be retained in accordance with State Statute of Limitations	Correspondence outside of IAAP (exclusive of acknowledgements and transmittals)	
Releases that have formed basis for establishment of policy		Correspondence with units of IAAP (exclusive of acknowledgements & transmittals)	
Membership records			
Ledgers and books of original entry; audit statements; letters or releases relating to finance or tax items			