



*How Long Do We Keep Records?*  
**TABSE Records Retention Policy**  
*Number of Years Before Disposition*

<b>Item</b>	<b>Number of Years to Keep After Audit</b>	<b>Action</b>
Vouchers	3 years	Destroy
Purchase Orders	3 years	Destroy
Canceled Checks	3 years	Destroy
Check Stubs	3 years	Destroy
Bank Deposit Slips	3 years	Destroy
Bank Books	3 years	Destroy
Receipts	3 years	Destroy
General Correspondence	5 years	Destroy
Minutes of Meetings	Permanent	Retain Permanently
Treasurer's Report (Annual, Mid Year and Others)	Permanent	Retain Permanently
Budget (as approved)	Permanent	Retain Permanently
Ledger of Disbursements	Permanent	Retain Permanently

- Committee Chairperson maintains committee files and makes reports.
- Outgoing chairperson turns over files to Recording Secretary.
- Files are retained and/or destroyed as appropriate.