

## Woodbridge Community Choir, Inc. Records Retention Policy

### **Treasurer**

|  |                   |
|--|-------------------|
| Copy of Vehicle Registration   | current           |
| Vehicle Title  | perpetuity        |
| Contracts and any related documents<br>(includes building use (rehearsal and performance), storage unit) | current + 3 years |
| Insurance (vehicle, liability)   | current + 3 years |
| Financial  | current + 3 years |
| Receipts (disbursement; income)  |                   |
| General Ledger   |                   |
| Grant Applications   |                   |
| Tax Returns  |                   |
| Financial Statements   |                   |
| Bank Statements  |                   |
| Audits   |                   |
| Budgets  |                   |
| Inventory of Assets  | current           |

### **Secretary**

|  |                      |
|--|----------------------|
| Copy of 501(c)(3) and SCC Registration | perpetuity           |
| Inventory of Assets                    | current              |
| Board Meeting minutes                  | 7 years              |
| Membership Database (electronic)       | current              |
| Summary Reports                        | current              |
| Incorporation Papers                   | perpetuity           |
| Constitution, Bylaws, Standing Rules   | current and previous |
| Equipment Warranties                   | current              |

### **Fund Raising Chair**

|  |                  |
|--|------------------|
| Patron and Advertisers List (electronic) | current + 1 year |
|--|------------------|

### **Trailer**

|                       |         |
|-----------------------|---------|
| Original registration | current |
|-----------------------|---------|