

N.H. Music Educators Association, Inc.

Record Retention Schedule

June, 2010

Types of Records	1 Yr.	3 Yrs.	5 Yrs.	7 Yrs.	12 Yrs.	Perm.
Accounts payable ledgers & schedules				X		
Accounts receivable ledgers & schedules				X		
Company policy & practice manuals						X
Audit reports						X
Bank statements		X				
Bank reconciliations		X				
Canceled Checks		X				
Charts of accounts						X
Contracts & leases						
Expired				X		
Still in effect						X
Correspondence						
Contributions		X				
General		X				
Legal & important matters only						X
Routine vendors	X					
Depreciation schedules						X
Donation records of endowment funds and of significant restricted funds						X
Donation records, other				X		
Employee personnel records (after termination)				X		
Employee W-2s and payroll tax returns				X		
Employment applications		X				
Financial records/schedules used in preparation of tax returns (from date return filed)		X				
Financial statements (year-end: other months optional)						X
General Ledgers, end-of-year trial balances		X				
Insurance policies (including expired policies)						X
Inventories		X				
Invoices						
From vendors		X				
Minutes of director and committee meetings (including bylaws & charter)				X		
Ownership of property, real estate, patents, trademarks, copyrighted documents (from date of ownership)						X
Payroll records & summaries				X		
Pension/Retirement documents & records						X
Petty cash vouchers		X				
Purchase orders		X				
Receipt records (sales, etc.)		X				
Reception Desk Day Sheets			X			
Subsidiary ledgers		X				
Tax returns						X
Telephone Message Books			X			
Time sheets				X		
Volunteer records		X				
Vouchers for payment to employees for reimbursement, allowances, etc.				X		

Warning: All permitted document destruction shall be halted if NHMEA is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the chief executive officer.