

Document Retention

Chapter Secretaries

Book of Instruction:
General Information for Secretaries, p. 31, #11-15

Dues Cards Receipts	Keep current year and previous year Destroy older ones
Invoices, Paid Bills	3 years
Bank Deposit Books	3 years
Bank Statements	7 years
Cancelled Checks	7 years
Sentinel's Registers	7 years
Warrants	7 years
Membership Ledgers	Indefinitely
Minute Books	Indefinitely
Monthly/Annual Reports	Indefinitely
Petitions	Indefinitely
Treasurer Cash Books	Indefinitely
Secretary Cash Books	Indefinitely
Chapter Bylaws Signature Book	Indefinitely