

Appendix 4

Association of American State Geologists Document Retention and Destruction Policy

Purpose

This policy provides for the systematic review, retention, and destruction of documents received or created by the Association of American State Geologists (AASG) in connection with the transaction of its business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate AASG's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

AASG follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time. Following that time, both paper and digital documents can be destroyed.

AASG Records

Record Type	Retention Period
Accounts Payable Ledgers and schedules	4 years
Articles of Incorporation	Permanent
Audit Reports	Permanent
Bank Deposit Slips	4 years
Bank Statements and Reconciliations	4 years
Board Meeting and Board Committee Minutes	Permanent
Board Policies and Resolutions	Permanent
By-laws	Permanent
Cash Receipts	2 years
Checks (for important payments and purchases)	Permanent
Correspondence (legal and important matters)	Permanent
Correspondence (with customers and vendors)	2 years
Credit Card Receipts	3 years
Deeds and Bills of Sale	Permanent
Depreciation Schedules	Permanent
Donor Records and Acknowledgement Letters	7 years
Duplicate Deposit Slips	2 years
Earnings Records	6 years
Electronic Funds Transfer Documents	4 years
Employment Applications	4 years
Employment Applications	4 years

Expense Analyses/distribution schedules	4 years
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Adopted by AASG on *5/14/2021*.