

MAHA RECORD RETENTION GUIDELINES (2005)

Account payable ledgers	7 years	Internal audit reports	3 years
Accounts receivable ledgers	7 years	Minute books of directors, Including bylaws and charter	Permanent
Audit reports	Permanent		
Bank reconciliation	1 year		
Board reports	3 years	Notes receivable ledgers and schedules	7 years
Cancelled checks	7 years	Purchase orders	7 years
Cancelled checks for important Payment, i.e. taxes, purchase of property, special contracts, etc	Permanent	Tax returns and work-sheets, revenue agent's reports and other documents relating to determination of income tax liability	Permanent
Expired contracts and leases	7 years	Vouchers for payments to vendors, board members, etc. (including allowances and reimbursement of board members, officers, etc. for travel and expenses	7 years
Contract and leases still in effect	Permanent		
Correspondence with Customers and vendors	3 years		
General correspondence	3 years		
Legal Correspondence	Permanent		
Expense analyses and Expense distribution	7 years		
			Retyped 2/26/2019
End of the year financial Statements (other months Optional)	Permanent	<u>Current policy – 2/26/2019</u> Board reports are retained on a flash drive	Permanent
General ledgers	7 years	HIGHLIGHTS on website	Permanent
Printed HIGHLIGHTS	Permanent		

