

Policy B-13

Record Retention for SIR, Inc. Branches

The Branch Secretaries shall retain records related to the local Branch. Those records shall be kept for a minimum period of five (5) years. Examples of such records includes the following:

- Correspondence
- Branch BEC Minutes
- Branch Bulletins
- Press releases shared on social media
- Databases
- Event Photographs
- Branch Contracts for lunch facility and catering Other Secretary retention responsibilities held indefinitely:
- Branch Charter
- Branch Articles of Incorporation
- Tax exemption form from the IRS and State of California
- Employer Identification Number assignment from IRS The Branch Treasurers shall retain financial records that include the following for a period of seven (7) years:
 - Bank Statements • Reimbursement Receipts
 - All payable receipts and documentation
 - Form 28's- Monthly Cash Report
 - Annual Branch Audits Audit Committee Responsibility The Audit Committee will be responsible in February of each new year to examine all records for compliance of the branch. Any exemption should be addressed at the next BEC meeting. Destruction of Records The Secretary and Treasurer will work together and submit a plan of action to the BEC and advise a procedure for purging old records each year.