

## Retention of Club Records Guidelines

Frequently, Clubs asks World Headquarters how long they should keep certain financial and administrative records. Following is a list of items and the length of time they should be kept as part of the Club records.

Depending on your Club's individual needs, you may add items to this list. Your Club should have a procedure in place to pass on records from one administration to the next administration. Be sure to include a review of these records as part of your Club's audit.

	<u>Minimum</u>
<u>Financial Records</u>	
Audit reports (internal)	3 years
Bank statements	1 year
Cancelled checks (if returned)	7 years
Cash receipts/cash disbursements	7 years
Check register and receipts	7 years
<u>Administrative Records</u>	
Correspondence (routine)	1-3 years
Correspondence (legal, controversial, or other important matters)	Permanently
Internal reports (including officer and committee reports)	3 years
membership rosters (Clubs may choose to keep membership rosters permanently for historical purposes.)	4 years
Minute books	Permanently
<u>Governance Records</u>	
Article of Incorporation and Bylaws of Toastmasters International	Permanently
Club Constitution and Standard Club Bylaws (including any amendments the Club has made)	Permanently
Club policies and procedures or standing rules (including any amendment the Club has made)	Permanently
<u>Other Records</u>	
Charter papers (including roster of charter members)	Permanently
Club charter certificate	Permanently