

## NABL RECORDS RETENTION POLICY

The National Association of Bond Lawyers provides an Office Policy Manual that serves as an outline of the basic personnel policies, practices, and procedures for the organization's staff. The Office Policy Manual provides that all work product developed by any NABL employee in connection with NABL business is the property of NABL, including, but not limited to, documents, spreadsheets, graphics, images, forms, templates, databases, macros, policies and procedures. In furtherance of, and supplementary to, said policy regarding work product, NABL employees shall retain records relating to the Accounting System, Corporate Records, Fixed Assets, Human Resources, Insurance, Legal Documentation, Payroll Records, and NABL Publications, all as more further described in the attachment hereto, for the period set forth opposite each such record. Once the Retention Period has expired, documents shall be destroyed when it is practical to do so, unless destruction is prohibited by law. To the extent any of the records identified in this Policy are received, created or otherwise maintained in electronic form, NABL employees shall (a) produce a hard copy of such record for maintenance in accordance with this Policy, or (b) maintain such record in electronic form in a manner reasonably designed to assure that such record will remain available during the applicable Retention Period, and then shall delete such electronic record when it is practical to do so upon expiration of the Retention Period, unless such deletion is prohibited by law.

**P = Permanent Record**

**Numeric = Suggested retention period in years**

## NABL Records Retention Policy

<u>Type of Record</u>	<u>Suggested Retention Period</u>
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**Accounting System**

Accounts Payable Ledger	P
Accounts Receivable Aging Reports	7
Accounts Receivable Ledger	10
Accounts Receivable Invoices	7
Accounts Written-off	7
Authorization- Accounting	5
Balance Sheets	P
Bank Reconciliations	7
Bank Statements	10
Bank Deposit Slips	3
Budgets	3
Canceled Checks	10
Cash Book	P
Cash Disbursement & Receipt Record	P
Cash Sales Slips	7
Charge Slips	10
Chart of Accounts	P
Check Register	P
Expense Reports	7
Financial Statements	P
General Ledger	P
Investment – Sales/Purchases	P
Journal Entries	P

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Petty Cash Records	7
Profit/Loss Statements	P
Purchase Order	7
Subsidiary Ledger	P
Trial Balance	P
Vendor Invoices	7
Voucher Check Copies	7

### **Corporate Records**

Amendments	P
Annual Reports	P
Articles of Incorporation	P
Audit Reports – Public	P
Audit- Internal	6
Board of Directors – Meeting Book	P
Board of Directors – Minute Book	P
Bylaws	P
Charter	P
Contracts – After Termination	P
Contributions	7
Correspondence – Accounting	5
Correspondence – General	P
Dividend Register	P
Election Records	P
Financial Statements	P
Organizational Charts	P
Partnership Agreement	P

### **Fixed Assets**

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Depreciation Schedule	P
Inventory Records	P
Plans and Blueprints	P
Property Appraisals	P
Property Register	P

### **Human Resources**

Accident Reports – Settled	7
Attendance Records	7
Dental Benefits	5
Disability Benefits – After expiration/Settlement	6
Employee Medical History	7
Employment Application – Not Hired	3
Garnishments	5
Life Insurance Benefits	5
Medical Benefits	7
Pension Plan Agreement	P
Performance Record – After Termination	7
Personnel File – After Termination	7
Personnel Files – Current Employees	P
Safety Reports	P
Vacation Files	4
Workers’ Compensation Benefits	10

### **Insurance**

Disability Insurance Claims – After Termination	7
Expired Insurance Policies	10
Fire Inspection Reports	6

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Insurance Appraisals	P
Safety Records	6

**Legal**

Bill of sale	P
Business Permits	P
Claims and Litigation Concerning Torts and Breach of Contract	P
Contracts – Employees	P
Contracts – government	P
Contracts – Special	P
Copyrights	P
Correspondence – Legal	P
Deeds/Titles	P
Leases/Canceled	10
Licenses	P
Mortgages	P
Notes Receivable – Canceled	10
Patents	P
Stock and Bond Record	P
Trademarks – Registered	P

**Payroll**

Checks – Payroll	7
Commission Reports –Salesperson	6
Employee Withholding Exemption Certificates	10
Payroll Register	7
Payroll Records – After termination	10
Salary History	8
Time Reports	7

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W-2 Forms P

**Publications**

The Bond Lawyer – 5 copies (1 library, 2 offsite, 2 onsite) P

Published Books – Fundamentals, Tax & Sec., BAW  
(1 library, 2 offsite, 2 onsite) P

Handouts for Seminars - 3 copies (1 offsite storage, 2 onsite) P

Promotional Materials – 3 copies (1 offsite, 2 onsite) P

**Taxation**

Canceled Checks – Tax Payments P

Correspondence – Tax P

Depreciation Schedules P

Income Tax Returns P

Inventory Reports P

Payroll Tax Returns Revenue Agent Reports P

Sales Tax Returns P

**Miscellaneous**

Receiving Documents 10

Title Papers P

Telecommunication Copies 1

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