

SUBJECT: ASMC Washington DC Chapter Historical Files

1. Over the last several years, the Chapter has accumulated paper files that are no longer needed. Over time, as each Treasurer transitioned duties to a new Treasurer, the files continued to accumulate to the point where it is now unmanageable.



2. I have gone through all the historical files and sorted through those documents that need to be retained and those that can be disposed of. This accumulation of Treasurer documentation spanned the time frame of 1997 to 2018. Some years were more consistent than others, but a summary of what was available is described below.

- a. Documents supporting financial transactions were available from 2008 to 2018.
- b. Audit documentation was available starting with FY06, but was not complete. Note: The absence of an Auditor's Report on Internal Controls may indicate one was not required.

Audit	Audited Financial Statements	Auditors Report	Auditors Report on Internal Controls	Representation Letter	Engagement Letter
FY06	On Hand	Not Present	Not Present	Not Present	Not Present
FY07	On Hand	Not Present	Not Present	Not Present	On Hand
FY08	On Hand	On Hand	On Hand	Not Present	Not Present
FY09	On Hand	On Hand	On Hand	On Hand	Not Present
FY10	On Hand	On Hand	On Hand	Not Present	On Hand
FY11	On Hand	On Hand	On Hand	Not Present	On Hand
FY12	On Hand	On Hand	On Hand	On Hand	On Hand
FY13	Not Present	Not Present	Not Present	Not Present	Not Present
FY14	On Hand	On Hand	Not Present	On Hand	On Hand
FY15	On Hand	On Hand	On Hand	On Hand	Not Present
FY16	On Hand	On Hand	On Hand	On Hand	On Hand
FY17	On Hand	On Hand	Not Present	On Hand	On Hand

- c. Tax Returns were available starting in 2002, but, also, was not complete.

Taxes	Form 990
2002	On Hand
2003	On Hand
2004	Not Present
2005	On Hand
2006	On Hand
2007	On Hand
2008	On Hand
2009	On Hand
2010	Not Present
2011	On Hand
2012	On Hand
2013	On Hand
2014	On Hand
2015	On Hand
2016	On Hand

- d. Audit documents starting in FY18 are available and on hand. The same is true for tax files starting in 2017.

3. Using the attached guidance – Document Retention and Destruction (based on National Center for Nonprofit Associations policy) – the following disposition will be implemented:

- a. All documentation supporting a financial transaction is to be retained for 7 years. Pertinent documents along this line from FY13 through FY18 will be retained in a digital format. I will work with a local digital service company to digitize those documents for retention on the Chapter's Google Drive. All other such documents prior to FY13 will be disposed of accordingly.
- b. Permanent files (i.e. tax returns and Audit files) will be maintained as hard copies and passed on to future Treasurers for retention. Digital copies will also be maintained on the Chapter's Google Drive.

4. Starting in FY19, all Treasurer related documentation has been digitized as the primary means of retention. Primary repository for transactional supporting documents is QuickBooks Online with the backup being the Chapter's Google Drive. All other pertinent files are maintained on the Chapter's Google Drive.

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TODD W. HANDY  
Treasurer, ASMC Washington Chapter

**DOCUMENT RETENTION AND DESTRUCTION**  
(based on National Center for Nonprofit Associations policy)

NPC shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, an NPC shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, NPC has the following document retention requirements: (Insert policy customized for NPC).

**The following table provides sample minimum requirements.** NPCs are encouraged to investigate individual state requirements and consult their accountants for guidance (NPCs serving multi-state/jurisdictional VAMCs must investigate all corresponding requirements).

Type of Document	Minimum Best Practice Requirement
Accounts receivable & payable ledgers & schedules	7 years
Articles of Incorporation, charter, bylaws, minutes and other incorporation records	Permanently
Audit reports, Financial Statements (year end): general/private ledgers, trial balance, journals	Permanently
Bank Reconciliation	3 years
Bank statements, deposit records, electronic fund transfer documents, & cancelled checks	3 years
Chart of accounts	Permanently
Checks (for important payments & purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Depreciation schedules	Permanently
Donations	7 years
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently

Invoices (to customers, from vendors)	7 years
Inventory records	7 years
Tax returns and worksheets	Permanently