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**COLORADO STATE COUNCIL**

**RECORDS RETENTION GUIDELINES**

**The following clarifies records retention for Colorado State Council (CSC), Area Councils, and Chapter Records to maintain compliance with HIPPA and Privacy laws:**

**Financial Records:**

* + Maintained for seven (7) years per the Internal Revenue Service (IRS); then cross shred.
  + Checks that are included with the bank statement received from the bank are maintained for seven (7) years.

**Deposits:**

* + Banks are required to maintain a record of any deposit over $100 for at least five (5) years; many banks actually keep the records longer.
  + Maintain a list or ledger with the date of the deposit, the check number, the individual/chapter/council name writing the check, and the amount of the check. This applies to dues received, donations, and funds raised for philanthropic projects.

**Deposits Made Electronically:**

* + Keep the check(s) that you deposited for thirty (30) days or the time frame your bank requires; whichever is longer. Cross shred the deposited check(s) after that date.
  + Verify you are using the bank app and not taking photos with your phone. If you have any photos of checks, delete them.

**Checks Received for Deposit:**

* + Checks contain personal information: name, address, routing number, account number, and signature.
  + For everyone’s safety, **DO NOT** copy a check; it is **illegal** to copy checks.

**Sensitive/Personal Information:**

* + The Disaster Fund Application requests backup information in order to process the request.
    - The application is processed as soon as received.
  + Effective June 1, 2021, the CSC guidance is that all Disaster Fund Applications be sent directly to the IC Disaster Fund Chair to keep CSC in compliance with both HIPPA and Privacy Laws.

**Permanent Records:**

* + Tax Exempt Status and Employer Identification Number (EIN).
  + Minutes:
    - Maintain indefinitely in digital form; they are historical records.
      * Maintain paper copies for seven (7) years, then cross shred.
      * The document retention period is the same whether they are physical or digital files. If they are digital files, ensure they are maintained on the latest medium so the records can be accessed.
  + Motions:
    - A digital copy shall be kept in a separate electronic file from the minutes, effective May 2024.
    - Per Robert’s Rules of Order Newly Revised, Chapter XV, §47 Officer, Secretary 8): “To maintain record book(s) in which the bylaws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

**Other Records:**

* + Files over three (3) years shall be destroyed; they MUST BE shredded if they contain personal information.