

# Chapter 9

## RECORDS RETENTION SCHEDULE

While it is important to retain the historical records of each Assembly, it is not necessary to indefinitely store every scrap of paper! Listed below is a beginning listing of records each Assembly should handle during the course of a year, and a suggested retention schedule. If you are aware of other records, please provide a listing and a retention schedule suggestion to the Supreme Officer for incorporation into this Handbook.

The purpose for keeping most records is for reference. For example, the forms used for last year's Grand Assembly registration may be helpful if provided to the Advisory Board Member who will be assisting the Assembly in this way this year, but keeping them for ten years is unnecessary!

CARE should be taken when transferring Assembly information from one Mother Advisor to another - particularly in light of the fact so much of our work is done electronically. Some of these records may also need to be transferred.

DESCRIPTION OF RECORD	RETENTION PERIOD
Assembly By-Laws Book which is signed by Initiates	INDEFINITELY
Petitions for Initiation, Demit, Affiliation, Notice of Suspension	INDEFINITELY
Assembly Recorders' Books (minutes)	INDEFINITELY
Assembly Treasurers' Book	INDEFINITELY
Assembly Annual Report to Supreme Assembly	INDEFINITELY
Grand Cross Listing/Record	INDEFINITELY

Advisory Board Minutes -----	10 years
Inventory Reports -----	3 years
Tax Reports -----	3 years
Financial Statements-----	3 years
Assembly Bank Statements -----	3 hears
Audit Reports-----	3 years
Service Hour Reports -----	5 years
(may be helpful when the Advisory Board makes Grand Officer and Grand Cross recommendations)	
Purchase Orders for supplies -----	through the current audit
Treasurer's Receipts -----	through the current audit
Recorder's Orders -----	through the current audit
Grand Assembly Registration Forms -----	2 years
Assembly Calendars, Installation Programs etc-----	3 years

Correspondence such as Installation Invitations, etc ----- one month following the event for reference value only. Some of these items may be placed in the Assembly's scrap book.

Mother Advisors Newsletters..... (reference value) 3 years  
Grand Worthy Advisor Letters ..... (reference value) 3 years

**RECORDS AND SUPPLIES WHICH SHOULD BE DESTROYED BY THE MOTHER ADVISOR OR GRAND DEPUTY**

- OUTDATED Gold Books
- OUTDATED Supreme By-laws
- OUTDATED Rituals