**CNY ARMA Records Retention Schedule:**

**Record Series**  **Retention Period**

Agendas Permanent

Annual Reports Permanent

Articles of Incorporation Permanent

Audit Reports Current year + 6 years

Awards Submissions – Member and Chapter of the Year Permanent

Bank Statements Current year + 6 years

Brochures Permanent

Budget Information Current year + 3 years

Bylaws Permanent

Charter Permanent

Checks, cancelled Current year + 6 years

Constitution Permanent

Contracts After it expires + 6 years

Correspondence- Determined by content

Regarding legal, fiscal, administrative matters, and/or other non-routine messages/letters

General Ledger 6 years

Insurance Policies After is expires + 6 years

Invoices, paid Current year + 6 years

Mailing Lists Until superseded

Manuals Permanent

Annual Membership Roster Permanent

Minutes Permanent

Newsletters Permanent

Publicity – Photos and Press Releases Permanent

Receipts Current year + 6 years

Treasurers’ Reports Permanent

* If retention period is “permanent” then records should be transferred to the Syracuse University Archives

 **(As of 6/2017)**