**AMERICAN SOCIETY OF CIVIL ENGINEERS**

**\_\_\_\_\_\_\_\_\_\_ SECTION**

**RECORD RETENTION POLICY**

**Objective**

The objective of this Record Retention Policy for the American Society of Civil Engineers (the Society) is two-fold.

1. First, the policy establishes a program to ensure that all records, including papers, files and other print or electronic data maintained by the Section, are retained for at least the minimum period required by state and federal laws and regulations, as set forth below.
2. Second, the policy establishes a program to ensure that obsolete records are destroyed in a routine and orderly manner. This will minimize storage requirements as well as transfer costs due to changes in Section personnel.

**Unusual Circumstances**

Records not otherwise subject to retention may need to be retained because of unusual circumstances, such as pending or threatened litigation or government investigation. Destruction of records **must** be stopped immediately upon anticipation or receipt of service of legal process for which such records may be relevant. If for any reason the Section finds that an unusual circumstance exists, the Section will notify ASCE’s General Counsel immediately.

**Implementation**

The *(Secretary)* of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section shall be responsible for maintaining and disposing of the Section’s records in accordance with the timelines established herein. Upon expiration of the *(Secretary’s)* term, he/she shall take whatever actions are appropriate to ensure a smooth transfer of Section records to his/her successor in office.

**Retention Schedule**

The following list is intended to provide guidance as to the types of records required to be retained by the \_\_\_\_\_\_\_\_\_\_\_\_\_ Section and the duration for their retention. As legal requirements for document retention may vary from time to time, this schedule is subject to amendment based on the advice of recommendations of ASCE’s legal counsel.

**RECORD RETENTION SCHEDULE (as applicable)**

Legend: Y = years; P = permanent

**1) ACCOUNTING, FINANCE, & PAYROLL**

 Annual fiscal report to ASCE 2Y

Budgets 2Y

 Financial statements 7Y

 Accounts receivable 7Y

 Audits 7Y

 Bank statements, checks 7Y

 Bills & invoices submitted 7Y

State tax filings 15Y

**2) CONFERENCES & CONTINUING EDUCATION**

 Conference materials (programs, handouts, brochures) 5Y

 Registration files 5Y

 Contracts 7Y after completed

 Financial reports 7Y

**3) CORPORATE/LEGAL ACTIVITIES**

 Board minutes P

 Constitution & Bylaws P

 Tax exemption records P

Insurance policies P

Contracts 7Y after completed

 Lawsuit records/litigation 7Y after completed

 Procedure manuals Current

**4) HISTORICAL DATA (recommended)**

 Committee minutes & agendas P

Committee rosters 11Y

**5) PERSONAL/HUMAN RESOURCES (as applicable)**

 Employee benefit documents (plans, contributions, claims) P

 Employee/personnel files (appraisals, actions) P

Payroll records 7Y

 Applicant records (resumes, etc.; not hired) 1Y

 I-9 forms 3Y

**6) PUBLICATIONS**

 Newsletters, e-News, etc. 2Y

 Advertising records, invoices 5Y

**7) OTHER RECORDS**

 General correspondence 3Y

 Other records relating to professional activities 3Y