

ZI HEADQUARTERS

FILE RETENTION POLICY updated as of Apr 2004, Oct 2004, Mar 2006, Feb 2007, Aug 2007, 6 Mar 2008, 12 Nov 2008 [NOTE: FINANCE ITEMS TO BE ADDED]

Special note: as Zonta nears its 100th anniversary in 2019 conservation of information useful in commemorating this milestone should be retained.

Documents containing member/donor credit card information will be protected by blacking out numbers, destruction of the information after processing, or as needed kept in locked cabinets with restricted access.

Document Type	Retention	Comments
FINANCIAL		
IRS/State filings Audit reports IRS determination letter General ledger and journal Retirement plan/401k	Permanent	
Committee minutes Substantive correspondence Bank statements Expense reports Revenue records Convention records Inventory Employee payroll Cancelled checks Paid invoices and vendor records Contracts and lease agreements	10 years	
Depreciation schedules and capital asset records	After life of asset/sale	
MEMBERSHIP DUES		
Membership dues invoices Club dues files Electronic versions of dues invoices	6 years	Per auditors Feb 06: “database and proof of payment are sufficient documentation to support membership revenue” [LARISA & JASON – DISCUSS PAPER VS. ELECTRONIC]
Electronic version of payment correspondence, payment transmittal forms etc.	6 years	
INSURANCE		
Claims	6 years	
Policies	Permanent	
BUILDING RECORDS		
Purchase Improvements Structure Legal Financial	Permanent	

Tax payments		
Substantive correspondence	20 years	
LEGAL		
Claims NFP status registrations with other states, etc.	10 years	
Incorporation IL registration, etc. Substantive correspondence	Permanent	
PERSONNEL		
Employee name & dates	Permanent	
Personnel files of individuals	7 years	
PUBLICATIONS		
<i>The Zontian Magazine</i>	<ul style="list-style-type: none"> ▪ Permanent – Archives ▪ 2 bound copies (Communications Dept) ▪ 2 unbound copies in Archives (Exec Dept) ▪ Discard all issues from prior biennia and earlier after close of biennium 	Warehouse/Sales Inventory Policy: <ul style="list-style-type: none"> ▪ Program Issue 400 English, 300 translation ▪ Other issues 300 English, 200 translation HQ use: 300 in addition to O&E and new member supply (for PR, Exec and Programs use)
Bylaws and Directories	<ul style="list-style-type: none"> ▪ Permanent – Archives (1 copy) ▪ Reference copy set in Exec Director office ▪ Additional copies – 2 years 	Electronic only for previous biennia when finalized for current biennium
Other Significant Publications	Permanent – Archives (2 copies)	Discard surplus unless special use or ongoing use (e.g. AE handbook)
Other Publications, e.g. membership brochure, direct mail pieces	4 years (depends on shelf-life – maybe longer for some publications)	Relevant department will judge need
BOARDS AND COMMITTEES		
Board Minutes – ZI and ZIF	Permanent Archives after 10 years	Electronic only after 10 years
Board Meeting Materials	Permanent	Electronic only after 20 years
Committee Correspondence/Reports	Permanent – Archive	If policy basis or historical
	4 years	Other substantive correspondence
	0 years paper (save electronic only)	Other Non-substantive correspondence

CONVENTION		
Convention transcripts & program booklet	Permanent – Archives	
Convention Videos	10 years	Keep all for 100 th Anniversary in 2018, then discard after 10 years
CLUBS/AREAS/DISTRICTS		
Permanent Club File	Permanent	Contains club charter materials, club mergers, club reinstatement, special milestone anniversary celebrations, key club history
Club/Area Correspondence	4 years	
District Files: <ul style="list-style-type: none"> ▪ Member Records – district composition, division, status as district ▪ Executive – special historical issues 	Permanent	
District Correspondence	4 years	
FOUNDATION CONTRIBUTIONS		
Donor records – summary information	Permanent	
Bequests		
Donor correspondence	Lifetime of donor (or permanent if planned gift or bequest)	
Contribution revenue documentation	10 years	
PROGRAMS		
Program Records (if policy basis or historical)	Permanent – Archive	
AE/JMK/YWPA recipient records <ul style="list-style-type: none"> ▪ Application materials ▪ Professional achievements ▪ Substantive correspondence 	4 years	
Grant Project Records <ul style="list-style-type: none"> ▪ Project Proposal ▪ Memorandum of Understanding ▪ Reports and payments ▪ Materials funded by grant ▪ Correspondence of historical significance 	Permanent – Archive	
Other substantive correspondence	6 years	
Other non-substantive correspondence	0 years	
Applications of non-recipients	0 years	

Note:

If legal proceedings have been initiated or if audit questions have been raised, no related documents will be destroyed by any staff, regardless of the normal file maintenance/destruction policies.