On 2-10-12 the attached was send by Moose International regarding how long we are to retain records. Attached is that letter which was sent to each lodges/chapter and Moose Legion I hope this will answer some of the questions that you have had.

Fraternally, Mike Stumbaugh, Territory Manager

DOCUMENT RETENTION POLICY TEMPLATE

LOYAL ORDER OF MOOSE ENTITIES

The corporate records of each Lodge, Legion or Association (hereafter “Entities”) are important assets. Corporate records include essentially all records that are produced by you or any other employee,

whether paper or electronic. A record may be as simple as a memorandum, letter, e-mail, a contract, or something not as obvious, such as a computerized desk calendar, an appointment book, meeting minutes or an expense record.

The law requires the Entities to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject you and your Entity to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit,

place the Entity in contempt of court, or seriously disadvantage the Entity in litigation.

All employees of the Entities should fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Entity informs you, that Entity records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until your legal counsel determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If
you believe that exception may apply, or have any question regarding the possible applicability of that
exception, please contact your legal counsel.

Not all of the categories on the Record Retention Schedule posted online will apply to your
Entity. However, several categories of documents that bear special consideration are identified below.
While minimum retention periods are suggested, the retention of the documents identified below and in
the online Record Retention Schedule of documents not included in the identified categories should be
determined primarily by the application of the general guidelines affecting document retention
identified
above, as well as any other pertinent factors.

(a) Tax Records. Tax records include, but may not be limited to, documents concerning payroll,
expenses, proof of deductions, business costs, accounting procedures, and other
documents concerning the Entity's revenues. Tax records should be retained for at least
six years from the date of filing the applicable return.

(b) Employment Records/Personnel Records. State and federal statutes require the Entity to keep
certain recruitment, employment and personnel information. The Entity should also keep
personnel files that reflect performance reviews and any complaints brought against the
Entity or individual employees under applicable state and federal statutes. The Entity
should also keep all final memoranda and correspondence reflecting performance reviews
and actions taken by or against personnel in the employee's personnel file. Employment
and personnel records should be retained for six years.

(c) Board and Board Committee Materials. Meeting minutes should be retained permanently in
the Entity's minute books. A clean copy of all Board and Board Committee materials
should be kept for no less than three years by the Entity.

(d) Legal Files. Legal counsel should be consulted to determine the retention period of particular
documents, but legal documents should generally be maintained for a period of ten years.
(e) Contracts. Final, executed copies of all contracts entered into by the Entity should be retained.

The Entity should retain copies of the final contracts for at least three years beyond the
life of the agreement.

(f) Electronic Mail. E-mail that needs to be saved should be either:

(i) Printed in hard copy and kept in the appropriate file; or

(ii) Downloaded to a computer file and kept electronically or on disk as a separate file.

The retention period depends upon the subject matter of the e-mail, as covered elsewhere
in this policy.

Failure to comply with this Document Retention Policy may result in disciplinary action against the
employee, including suspension or termination. Questions about this policy should be referred to your
legal counsel.

RECORD RETENTION SCHEDULE

The records retention schedule is organized as follows:

SECTION TOPIC

A Accounting and Finance

B Contracts

C Corporate Records (General)

D Insurance Records

E Legal Files and Papers

F Miscellaneous

G Payroll Documents

H Personnel

I Procurement and Material Control
J Real Estate

K Tax Records

A ACCOUNTING AND FINANCE

Record Type Retention Period

Accounts Payable Invoices- Original/Microfilm 7 years
Normal Trade Payables 7 years
Accounts Receivable Cash Receipts Files 4 years
Accounts Receivable Invoices 4 years
Annual Audit and Financial Statements Permanent
Annual Audit Workpaper Package 7 years
Annual Plans and Budget 2 years
Bank Statements 7 years
General Journals and Other Posting and 7 years
General Ledgers 10 years
Monthly Financial Statements 7 years
Physical Inventory Records 7 years
Treasurer’s Reports, periodic 3 years
IRS Forms 990 7 years

Page 3 of 7 Downloaded from MooseIntl.org Posted Online: 02/11/2012

B. CONTRACTS

Record Type Retention Period

Contracts and Related Correspondence 6 years after expiration or termination

C. CORPORATE RECORDS (GENERAL)

Record Type Retention Period

Annual/Quarterly Reports Permanent-Review after 20 years
Corporate Records Permanent-Review after 20 years

(minute books, corporate seals, records

of incorporation, bylaws)

Financing Documents, Credit/Loan 10 years after satisfaction

Agreements, Commitments

Incorporation Documents (including articles Permanent

of incorporation, bylaws, and related documents)

Meeting/board documents including agendas, Permanent

minutes, and related documents

Minute Books Permanent- Review after 20 years

Qualification to do Business in States Permanent-Review after 20 years

Tax Exemption Documents, IRS Determination Permanent

Letter, and any related documents

D. INSURANCE RECORDS

Record Type Retention Period

Certificates Issued to the Company Permanent

Group Insurance Plans-Active Employee Permanent

Group Insurance Plans-Retirees Permanent or until 6 years after death of

last eligible participant

Insurance Policies:

a. Property Permanent

b. Fidelity and Crime Permanent

c. General Liability Permanent

d. Other Third-Party Permanent
e. Workers Compensation Permanent
f. Umbrella Permanent
g. Product Liability Permanent

Releases and Settlements 25 years

E. LEGAL FILES AND PAPERS

Record Type Retention Period

Legal Memoranda and Opinions (including 6 years after close of matter all subject matter files)

Litigation Files 1 year after the expiration of appeals or time for filing appeals

Records Retention Schedule Permanent

F. MISCELLANEOUS

Record Type Retention Period

Material of Historical Value (including pictures Permanent (retain in custody of publications) archives or Public drafts of corporate policies and procedures, etc.)

Policy and Procedures Manuals Current version with revision history (if document is obsolete, retain evidence)

G. PAYROLL DOCUMENTS

General Principle: Payroll documents and support data shall be kept in such a manner that the company can prove that it has fulfilled its responsibilities under the Wage and Hour Rules of the Department of Labor, as well as the Walsh-Healy Act.

Record Type Retention Period

Assignments, Attachments, Garnishments 3 years after payment or settlement

Employee Deduction Authorizations 4 years after termination
Payroll Registers (gross and net) 7 years
Time Cards/Sheets 2 years
Unclaimed Wage Records 6 years

Page 5 of 7 Downloaded from MooseIntl.org Posted Online: 02/11/2012
Withholding/Exemption Certificates 4 years

**H. PERSONNEL**

**Record Type Retention Period**

Affirmative Action Programs 5 years after superseded
EEO-1/EEO 2-Employer Information Reports 2 years after superseded or filing
(whichever is longer)
Employee Earnings Records Termination + 6 years
Employee Handbooks Permanent (at least one copy of each version)
Employee Medical Records Termination + 6 years
Employee Personnel Records Termination + 6 years
Correspondence with Employment Agencies and 2 years from date of hiring decision
Advertisements for Job Openings
Correspondence with all Non-Hired Applicants 2-4 years (4 years if file contains any (including all applications and resumes-whether correspondence which might be consolidated or unsolicited, results of post-offer, pre-strued as an offer)
solicited or unsolicited, results of post-offer, preemployment physicals, results of background investigations, if any, related correspondence)
Family and Medical Leave Records 3 years
HIPAA Privacy Documentation 6 years
I-9 Forms 3 years after hire or 1 year after termination, whichever is later

Insurance Information 1 year

Job Descriptions Permanent

Sick/Disability Leave Records Termination +3 years

Tax Information 4 years

Training/Education Records Termination +3 years

**I. PROCUREMENT AND MATERIAL CONTROL**

**Record Type Retention Period**

Inventory Control Reports 3 years

Purchase Order Register 6 years

Vendor Files 6 years

**J. REAL ESTATE**

**Record Type Retention Period**

Leases 10 years after final payment, settlement, expiration or termination

Purchases 20 years after sale

**K. TAX RECORDS**

General Principle: The company must keep books of account or records, including inventories, as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

**Record Type Retention Period**

Charitable Contributions Records 7 years

Excise Tax Records 7 years
Payroll Tax Records 7 years

Tax Bills, Receipts, Statements Permanent

Tax Returns Permanent

Sale/Use Tax Records 7 years