

# Records Retention Schedule

## Key

- Minimum retention period, may be kept longer
- ✕ Minimum retention period, must be destroyed when reached
- ∞ Permanently (for the entire effective existence of the LLC)

Record	6m	3y	7y	∞
<b>FINANCIAL DOCUMENTS</b>				
<b>ACCOUNTING &amp; FINANCIAL</b>				
Monthly financial statements, bank statements and reconciliation, general ledger, trial balance			•	
Annual budgets & reports				•
Audit Reports				•
Fixed Asset Records & related depreciation schedules				•
Cancelled Checks, Deposit Records, Electronic fund transfers			•	
Accounts receivable and payable ledgers/schedules, payables matrix				•
Invoices from Vendors & Purchase Orders				•
<b>TAXES</b>				
Tax Returns				•
Sales Tax Exemption Certificate				•
<b>CHARITABLE DONATIONS</b>				
Donor files				•
Charitable contributions records				•
Endowment donation records & gift agreements				•
Information re: state registrations				•

Record	6m	3y	7y	∞
<b>LLC BOARD DOCUMENTS</b>				
Board Minutes & Materials				•
Policies & Procedures				•
Board Slack Channel, Email Archives and related			•	
<b>LEGAL DOCUMENTS</b>				
Formation Documents (Certificate of Formation & LLC Agreement)				•
Legal Memos & Opinions				•
Contracts (after expiration)				•
Authentication requests, Subpoenas & Responses				•
Legal Correspondence				•
Legal Claims & Proceedings				•
<b>HUMAN RESOURCES</b>				
All HR records (current employee)				•
Employment Applications		x <sup>1</sup>		
Payroll Records (after termination)			x	
Personnel Records (after termination)		x <sup>1</sup>		
IRS W-2, W-9, IRS 1099-MISC (after filing)			•	
<b>INSURANCE DOCUMENTS</b>				
Insurance Policies (after expiration)			•	
Insurance records, current accident reports, claims				•
<b>MEETINGS</b>				
Agendas				•
Contracts (still in effect)				•

<b>Record</b>	<b>6m</b>	<b>3y</b>	<b>7y</b>	<b>∞</b>
Contracts (expired)			•	
Registration data (except non-public personal)				•
Registration data (non-public personal)	x			
Sponsor MOUs		•		
Letters of invitation	x			
Meeting photos and videos				•
Records of meeting attendance (Blue Sheets) <sup>2</sup>				•
<b>RFC EDITING AND PUBLICATION</b>				
Document notes in database			•	
Editor assignments			•	
Author approvals				•
Author contact information				•
Reports on RFC errata				•
Operational reports (e.g., queue summaries, SLA)			•	
<b>OTHER</b>				
Archives of non-WG mailing lists hosted by the IETF				•
Working Group Archives				•
Business and Operational Correspondence			•	
Social and Personal Correspondence	<b>No minimum</b>			

**Notes:**

<sup>1</sup> Retained for 4 years to comply with Arizona law.

<sup>2</sup> Not the physical blue sheets, just the data..