

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	∞
FINANCIAL DOCUMENTS				
ACCOUNTING & FINANCIAL				
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				●
TAXES				
Tax Returns				●
Sales Tax Exemption Certificate				●
CHARITABLE DONATIONS				
Donor files				●
Charitable contributions records				●
Endowment donation records & gift agreements				●
Information re: state registrations				●

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

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

Notes:

¹ Retained for 4 years to comply with Arizona law.

² Not the physical blue sheets, just the data..