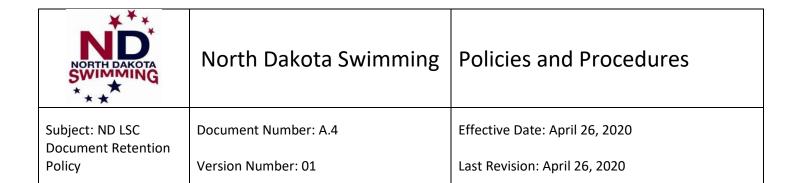
NORTH DAKOTA SWIMMING	North Dakota Swimming	Policies and Procedures	
Subject: ND LSC Document Retention	Document Number: A.4	Effective Date: April 26, 2020	
Policy	Version Number: 01	Last Revision: April 26, 2020	

A.4 - ND LSC DOCUMENT RETENTION POLICY

The following table provides the minimum requirements.

Type of Document	Minimum Requirement		
Accounts payable ledgers and schedules	7 years		
Audit reports	Permanently		
Bank Reconciliations	2 years		
Bank statements	3 years		
Checks (for important payments and purchases)	Permanently		
Contracts, mortgages, notes and leases (expired)	7 years		
Contracts (still in effect)	Permanently		
Correspondence (general)	2 years		
Correspondence (legal and important matters)	Permanently		
Correspondence (with customers and vendors)	2 years		
Deeds, mortgages, and bills of sale	Permanently		
Depreciation Schedules	Permanently		
Duplicate deposit slips	2 years		
Employment applications	3 years		
Expense Analyses/expense distribution schedules	7 years		
Year End Financial Statements	Permanently		
Insurance Policies (expired)	3 years		
Insurance records, current accident reports, claims, policies, etc.	Permanently		
Internal audit reports	3 years		
Inventories of products, materials, and supplies	7 years		
Invoices (to customers, from vendors)	7 years		
Minute books, bylaws and charter	Permanently		
Patents and related Papers	Permanently		
Payroll records and summaries	7 years		
Personnel files (terminated employees)	7 years		
Retirement and pension records	Permanently		
Tax returns and worksheets	Permanently		
Timesheets	7 years		
Trademark registrations and copyrights	Permanently		
Withholding tax statements	7 years		

Document Revision Log							
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number		
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001		



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01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001		