

Metropolitan Swimming's legal counsel shall be instructed to inform the General Chair and Administrative Vice Chair when document destruction (planned or otherwise) should be halted. The General Chair and Administrative Vice Chair will in turn notify the staff and board members. Violation of such orders can result in immediate termination.

Documents shall be retained as follows:

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

Correspondence (general)	2
Correspondence (with customers and vendors)	2
Duplicate deposit slips	2

Approved May 9, 2024 Metro House of Delegates Meeting