

**American Elasmobranch Society
Document Destruction and Retention Policy**

This policy serves as the basis for document¹ destruction and retention for the AES².

Type of Document	Minimum Requirement
Accounts payable receipts and invoices	2 years
Audit reports	Permanently
Bank and other financial statements	3 years
Checks (for important payments and purchases)	3 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, letters of agreement (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Minute books, bylaws and charter	Permanently
Tax returns and worksheets	Permanently
Membership forms	2 years
Credit Card receipts	1 year physical only
Travel reimbursement forms & attachments	2 years

¹Documents may be in paper or electronic form. AES shall retain an independent third party document retention service as a central repository for the above information

²Modified from the American Society of Ichthyologists and Herpetologists and the 2004 National Council of Nonprofit Associations.