

Appendix 4

Association of American State Geologists Document Retention and Destruction Policy

Purpose

This policy provides for the systematic review, retention, and destruction of documents received or created by the Association of American State Geologists (AASG) in connection with the transaction of its business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate AASG's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

AASG follows the document retention procedures outlined below. Documents that are not listed but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time. Following that time, both paper and digital documents can be destroyed.

AASG Records

| Record Type | Retention Period |
|---|-------------------------|
| Accounts Payable Ledgers and schedules | 4 years |
| Articles of Incorporation | Permanent |
| Audit Reports | Permanent |
| Bank Deposit Slips | 4 years |
| Bank Statements and Reconciliations | 4 years |
| Board Meeting and Board Committee Minutes | Permanent |
| Board Policies and Resolutions | Permanent |
| By-laws | Permanent |
| Cash Receipts | 2 years |
| Checks (for important payments and purchases) | Permanent |
| Correspondence (legal and important matters) | Permanent |
| Correspondence (with customers and vendors) | 2 years |
| Credit Card Receipts | 3 years |
| Deeds and Bills of Sale | Permanent |
| Depreciation Schedules | Permanent |
| Donor Records and Acknowledgement Letters | 7 years |
| Duplicate Deposit Slips | 2 years |
| Earnings Records | 6 years |
| Electronic Funds Transfer Documents | 4 years |
| Employment Applications | 4 years |
| Employment Applications | 4 years |

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| Expense Analyses/distribution schedules | 4 years |
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Adopted by AASG on 5/14/2021.