

Chattanooga Symphony and Opera Association

Record Retention Policy

<u>Description of Records</u>	<u>Retention/Disposition</u>
Articles of Incorporation and Certificate	Permanent
Audited year-end financial statements	Permanent
State and Federal tax exempt letters	Permanent
Executive Committee Meeting Minutes	Permanent
Board of Directors Meeting Minutes	Permanent
Any subcommittee meeting minutes	Permanent
Association bylaws and amendments	Permanent
Year-end investment statements	Permanent
Annual corporate report to state government	Permanent
IRS Form 990	7 years
Bank statements, cancelled checks, vendor invoices, Cash Disbursements and Journals, General Journals	3 years
Annual roster of Association officers	3 years or more
Correspondence, program materials	1 year and then as desired for historical value

Materials to be retained permanently may be kept in hard copies or on disk.

November, 2010