

**Eagan Athletic Association**  
**Record Retention Guideline**  
Effective October 1, 2018

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**Application of Guideline**

1. Records that are a subset of a larger file or subject, or that are relevant to more than one subject must be kept for the longest retention period noted.
2. The author of a record is responsible for its retention. It is not necessary to maintain duplicate records. Keeping one original record is sufficient.

**Definitions**

“Years”: 10 means that the record shall be retained 10 years after the year it was originated; or a record created this year must be kept the balance of this year plus 10 more.

“After Termination”: retention of After Termination + 10 years means 10 years beyond the termination of the document or transaction (e.g., the term of a contract or effective contract period).

“Indefinitely”: means that the record will be reviewed periodically for changes in legal requirements and business needs to determine if any records can be destroyed.

## Abbreviations

- AD - After disposal (may include period of years)
- AT - After termination of employment or transaction/document
- CUR - Current
- INDEF - Indefinitely
- P - Permanent
- P\* - Permanent and record may not be destroyed (even if microfilmed, transferred to computer tapes or otherwise preserved)
- SUP - Until Superseded

### I. General Correspondence and Communications

- A. Records related to general administration, management and operations that do not fit specific subjects found elsewhere in this Guideline and that have a relatively short-term value. Includes department administration, general administration and management reports; routine letters and reports that require no action; department meeting notes; special projects not covered elsewhere; and other records needed for a short period (e.g., a day, week, quarter, year) and that quickly become obsolete. .... Early destruction is encouraged. Retain for 0-60 days, depending on need.

### II. General Legal Documents

- A. General Corporate Records
1. Records of Incorporation, By-Laws and Amendments thereto ..... P\*
  2. Minutes of Meetings of Directors and All Committees of the Board of Directors and Subsidiary Boards of Directors..... P\*
  3. Board Meeting Materials ..... CUR+10
  4. Board of Directors Documentation
    - Director resumes/biographies, personal/contact information..... SUP+1

- 5. Corporation Governance Guidelines ..... SUP+10
  - 6. Integrity Manual..... SUP+10
  - 7. Corporate Policies and Procedures..... SUP+10
  - 8. Conflict of Interest Questionnaires ..... SUP+5
- D. Risk Management.
- 1. Insurance Policies ..... P  
 Except: Property ..... 7  
 Workers Compensation....7 yrs following closure of last open claim
  - 2. Loss Reporting ..... AT+3
  - 3. Loss Runs/Summaries (last open claim) ..... AT+7
  - 4. Certificates of Insurance ..... P
  - 5. Correspondence Regarding Insurance Policies /General .....  
 retain by substance: e.g., regarding contract terms, for same  
 period as contract
- E. Claims and Litigation.
- 1. Workers Compensation Claims and Litigation ..... AT+3  
 Includes records documenting workers compensation claims filed,  
 and the processing of those claims.
  - 2. Other Claims and Litigation  
 Because these records cover a wide range of matters, record retention will  
 be evaluated on a case-by-case basis. In general, the complaint, answer,  
 notice to insurance carrier (if applicable), dismissal and settlement  
 agreement/release will be maintained indefinitely, along with any written  
 discovery responses or deposition transcripts that may be of use in future  
 litigation.

**III. Accounting and Financial Documents**

- A. Tax Records.
  - 1. Tax Returns and Attached Supporting Schedules
    - a. Federal Income ..... P
    - b. State Income..... P

2.	Form 1099.....	7
3.	Abandoned Property Reports	
	▪ Checks, drafts and other money instruments .....3 yrs after reported to state as abandoned	
4.	Property tax records, bills, assessments.....	7
B.	Payroll Documents.	
1.	Payroll Register.....	7
2.	Returns on Income Tax Withheld.....	7
C.	Other Accounting and Finance Documents.	
1.	General Ledgers.....	P
2.	Balance Sheets and Other Financial Statements.....	10
3.	Bank Records (Deposit Slips, Bank Drafts, Bank Reconciliations, Bank Statements, Funds Transfers).....	7
4.	Draft/Check Registers.....	7
5.	Cash Receipts Register (Cash Book).....	P
	Cash Receipts Detail.....	4
6.	Petty Cash Records.....	7
7.	Tournament Cash Withdrawal Requests/Approvals.....	7
8.	Journal Entries.....	10
9.	Financing Documents, Credit Agreements, Loan Agreements.....	AT+10
10.	Accounts Payable Invoices (incl. packing slips).....	CUR+7
11.	Accounts Receivable Details (e.g. invoices, cash receipts, aging summaries, accounts charged off, reconciliation).....	CUR+7
12.	Audit Reports (Independent).....	P
13.	Budget Data.....	CUR+2

- 14. Gambling Permits, applications, and financial reports.....7
- 15. Professional Services or Consulting Agreements (including confidentiality agreements) .....AT+10  
 Except: Independent Auditors and Other Accounting Firm Relationships.....INDEF

**IV. Employee and Independent Contractor Relations**

- A. Employee Records.
  - 1. Individual Employment/Independent Contractor Agreements .AT+10
  - 2. Form W-4, Employee’s Withholding Allowance Certificate.....SUP+7
  - 3. Salary/Wage Increase Actions .....AT+7
  - 4. Disciplinary Reports/Actions (Conduct Policy) .....AT+7
  - 5. Background Checks .....AT+7

**V. Administration**

- A. Telephone Call Records (e.g., cell phone bills).....90 days
- B. Proxy (Web Browsing) Logs .....30 days
- C. Audio Records of Phone Calls (e.g., customer service monitoring) .30 days
- D. Voice Mail Messages .....5 days
- E. Security Backups . Until superseded according to backup rotation schedule established by the system administrator
- F. Emails and other electronic communications.....7 years