

**TITLE: Document (Record) Retention and Destruction**

Date: 07/01/2012

Approval:

Original Approval: 07/01/2012

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised: 04/25/2014

\*\*Cross-Reference

**Purpose:** To ensure that the Chapter’s documents are retained per National HFMA guidelines, as applicable.

**Objective:** Refer to National HFMA’s “Document (Record) Retention and Destruction Policy” located at [www.hfma.org](http://www.hfma.org) under the Treasurer’s Toolkit (replicated below under “Procedure”).

**Procedure:**

<b>ACCOUNTING</b>	<b>YEARS</b>	
Accounts Payable Ledger	7	
Accounts Receivable Ledger		7
Audit Reports		P
Balance Sheets	P	
Bills, Paid	7	
Cash Books	P	
Cash Disbursements		P
Cash Payroll	P	
Cash Receipts	P	
Cash Register	10	
Check Stubs	7	
Checks, Canceled	7	
Payroll	7	
Petty Cash	7	
Correspondence	5	
Memos, Credit	7	
Debit	7	
Expense Records	7	
Financial Statements		P
Invoices	7	
Journals & Ledgers	P	
Notes Paid	P	
Operating Statements	P	
Payroll Journals	10	
Petty Cash Reports	7	
Trial Balances	P	
Accounts Payable	7	

Accounts Receivable		7	
General Ledger	P		
Voucher Register (Journal)			P
<b>ADVERTISING</b>			
Contracts		5	
Correspondence		2	
Drawing & Artwork		2	
<b>BANK DEPOSIT</b>			
Signature, Authorized	P		
Statements		7	
Deposit Books		3	
Slips		3	
Reconcilements		3	
<b>BUDGET</b>			
Authorizations		7	
Statistical Analysis of Expense		7	
<b>CORPORATE PAPERS</b>			
Articles of Incorporation	P		
Charter	P		
Constitution & Bylaws	P		
Documents with Register	P		
Minute Books			P
<b>CORRESPONDENCE</b>			
General		2	
<b>INSURANCE</b>			
Accident		8	
Fidelity		8	
Fire		8	
Hospital		7	
Inspection Certificates		7	
Liability		8	
Workmen's Compensation			10
<b>INVENTORY</b>			
Inventory Control		7	
Plant & Fixtures	P		
<b>LEGAL</b>			
Contracts		10	
Customers (non-government)			10
Government Contracts		4	
Employees	P		
Royalties	P		
Claims and litigation files		10	

Copyright, patent and trademark registration P

**PERSONNEL**

Applications	1	
Earning Records	P	
Employment Releases	P	
Employee contracts		10
Garnishments		10
Government reports		6
Insurance, Hospital	7	
Payroll Analysis	7	
Pensions	P	
Service Records	P	
Time Cards	5	
Wage Rate Changes		8

**PROPERTY**

Inventories	P	
Depreciation records		P

**PUBLIC RELATIONS**

Annual Reports	P	
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**PURCHASING**

Correspondence	5	
Invoices	7	
Purchase Orders	7	

**SALES**

Purchase Journal/Register		7
Accounts Receivable Register	7	
Correspondence	5	
Customer Orders	7	
Invoices	7	
Remittance Statements	2	
Sales Journal/Register	7	
Summaries of Expense	7	

**TAXES**

Income	P	
Property	P	
Sales	P	
Social Security	P	
Withholding Certificates	P	
Payroll Tax Returns		4

**TRAFFIC DEPARTMENT**

Bills of Lading		4
Freight Bills	4	

## **ACCOUNTING DOCUMENTS**

1. The Treasurer is responsible for logging and maintaining Accounting documents.
2. The documents are retained on a USB drive.
3. The USB drive is given to the incoming Treasurer.

## **BALLOTS**

Ballots are retained for seven years.

## **POLICIES AND PROCEDURES**

1. The President is responsible for logging and maintaining Policy documents.
2. The documents are uploaded to the Chapter webmaster as they are created and/or revised.
3. The documents are retained on a USB drive.
4. The USB drive is given to the incoming President.

## **PROGRAM DOCUMENTS**

1. The Chapter Office Manager is responsible for logging and maintaining Program documents.
2. Program-related documents must be retained for seven years.
3. At the conclusion of each fiscal year on May 31<sup>st</sup>, the documents are mailed, emailed, or picked up by RMMI (Rocky Mountain Microfilm and Imaging).
4. RMMI scans the documents, prepares a CD, and retains the original documents until the Chapter President authorizes their destruction.
5. A copy of the CD is sent to the Chapter Office Manager.
6. The President and Chapter Manager have the login and password to the RMMI website.
7. The login and password are given to the incoming President and Office Manager.