

## Record Retention

	Retention Period
<b>Hard Copy Documents</b>	
Treasurer Report Summary	indefinite
Paid bills	7 years
Dues receipt stubs	2 years
Dues correspondence	2 years
Bank statements - checking account	7 years
Bank passbooks - CD's	7 years after maturity
CD maturity notices	1 year after maturity
MD Property tax returns	7 years
IRS 990-N ePostcard confirmations	7 years
EIN application	indefinite
Bank signatory papers	until after new signatories
<b>Electronic records</b>	
Financial file (Treasurer Report.xls) - contains summary of financial activity, check register, detail of who paid dues and when, CD activity	indefinite
Dues notices (word document)	1 year
Dues notice template	indefinite
Historical financial results analysis	indefinite