

Records Retention Schedule

Key

- Minimum retention period, may be kept longer
- x Minimum retention period, must be destroyed when reached asdhisad
- ∞ Permanently (for the entire effective existence of the LLC)

Record	6m	3y	7y	∞
FINANCIAL DOCUMENTS				
ACCOUNTING & FINANCIAL				
Monthly financial statements, bank statements and reconciliation, general ledger, trial balance			•	
Annual budgets & reports				•
Audit Reports				•
Fixed Asset Records & related depreciation schedules				•
Cancelled Checks, Deposit Records, Electronic fund transfers			•	
Accounts receivable and payable ledgers/schedules, payables matrix				•
Invoices from Vendors & Purchase Orders				•
TAXES				
Tax Returns				•
Sales Tax Exemption Certificate				•
CHARITABLE DONATIONS				
Donor files				•
Charitable contributions records				•
Endowment donation records & gift agreements				•
Information re: state registrations				•

Record	6m	3y	7y	∞
LLC BOARD DOCUMENTS				
Board Minutes & Materials				•
Policies & Procedures				•
Board Slack Channel, Email Archives and related			•	
LEGAL DOCUMENTS				
Formation Documents (Certificate of Formation & LLC Agreement)				•
Legal Memos & Opinions				•
Contracts (after expiration)				•
Authentication requests, Subpoenas & Responses				•
Legal Correspondence				•
Legal Claims & Proceedings				•
HUMAN RESOURCES				
All HR records (current employee)				•
Employment Applications		x		
Payroll Records (after termination)			x	
Personnel Records (after termination)		x		
IRS W-2, W-9, IRS 1099-MISC (after filing)			•	
INSURANCE DOCUMENTS				
Insurance Policies (after expiration)			•	
Insurance records, current accident reports, claims				•
MEETINGS				
Agendas				•
Contracts (still in effect)				•

Record	6m	3y	7y	∞
Contracts (expired)			•	
Registration data (except non-public personal)				•
Registration data (non-public personal)	x			
Sponsor MOUs		•		
Letters of invitation	x			
Meeting photos and videos				•
Blue Sheets				•
OTHER				
Archives of non-WG mailing lists hosted by the IETF				•
Working Group Archives				•
Business and Operational Correspondence			•	
Social and Personal Correspondence	No minimum			