

System Dynamics Society Record Retention Guideline

As of October 2018

Item	Number of Years Retained
Accounting Records	
Annual Financial Statements	P
Annual Budgets and approved revisions	3
Annual Reports	P
Bank statements / deposit slips	7
Bank reconciliation	7
Cancelled checks	7
fixed assets(after diposal)	7
general	7
taxes - income	7
Chart of Account	P
Contract re purchase/sale of assets (after disposal)	7
Fixed Asset Records (invoices, etc.)	7
Inventory - Fixed Assets (after disposal)	7
Investment sales/purchases	7
Invoices (sales)	7
Internal / interim financial statements	6
Journals, check registers, etc.	7
Purchases / vendor invoices, etc.	7
Sales records	7
Sponsor records (donations)	7
Travel records	3
Trial balance - year-end GJE	7
Conference Materials for CPE Records	
Copy of participant conference registration	5
Copy of Proof of Attendance	5
Dates, location, title of session attended for credit	5
Instructor names and credentials	5
Number of CPE credits earned by participants.	5
Results of program evaluations	5
Insurance Records	
Insurance Policies (after expiration)	7
Legal & Organization Documents	
Articles of incorporation, By-laws, amendments	P
Contracts, major (after termination)	P
Legal and Important correspondence	P
Minutes of Board meetings (similar)	P
Patent, Trademark, Copyright, similar	P
Tax Records	

Exemption applications & related correspondence	P
Sales and use tax returns	10
Tax returns and cancelled checks for payment	10

Personnel Records

UAlbany employee paperwork	*
Help wanted ads and job opening notices	2
Employee contract, files (after termination)	7
Resumes, etc. on Interview Exchange (FYI)	P
Search folders (inc. notes during interview) for those not hired	3

Other

Correspondence	General	7
	Legal and Other Important	P
	Members	7
	Routine	1
	Tax	10
Mailing lists		2

* University at Albany Human Resource Department is official record keepers for HR paperwork.

P Permanent