

**Chapter Records Retention  
Guideline Date : March 2006**

C - Current

E- Expiry of

<b>Type of Records</b>	<b>Description</b>	<b>Active</b>	<b>Inactive</b>	<b>Total Retention</b>
Finance	Account payable, account receivable, Chapter allotment, finance general	C + 1	5	C + 6
	Business plan, finance statement, activity report	C + 2	3	C+5
Banking	Bank deposit books, bank statements, reconciliation's cancelled cheques, account information	C+1	5	C+6
Simple Contracts	purchase contracts, function contracts	E + 1	5	E+6
Miscellaneous Member services	Records for which no other suitable classification code exists	C+1	0	C+1
Chapter Files	Minutes, reports, newsletter, general correspondences, chapter events	C + 2	3	C+5

**Note:** Files should be reviewed prior to destruction for record of historical/archival interest.