

Boeing Employees' Ski Club – St. Louis
Record Retention Policy
Dated 7/ 30 /13

The purpose of this policy is to identify the important records that the club uses for its regular operations, establish how long these records should be retained and subsequently destroyed. Records not specifically identified may be retained indefinitely.

Destruction of a record means to destroy all paper and electronic forms of the record in question. The 'Responsible' board member(s) will ensure that the action is complete. The required destruction of any record will be carried as an open item in the board's meeting minutes until the destruction has been performed.

Record: Constitution & Bylaws (including superseded versions)
Retention: Indefinite
Responsible: Recorder / Secretary

Record: All club policies and procedures (including superseded versions)
Retention: Indefinite
Responsible: Recorder / Secretary

Record: Membership Form / Indemnity Waiver
Retention: 5 years from end of membership form fiscal year (review in August of each year)
Responsible: Membership Chair

Record: Trip Application / Indemnity Waiver
Retention: 5 years from end of trip (review in August of each year)
Responsible: Vice President of Trips / Trip Captains

Record: Tax Forms and IRS Correspondence
Retention: Indefinite
Responsible: Treasurer

Record: Electronic and/or paper copies of checks written by trip attendees
Retention: Until trip is formally closed (except copy in Treasurer's Fiscal Year Book)
Responsible: Trip Captain

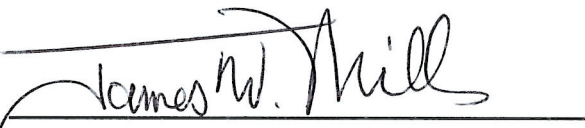
Record: Treasurer's Fiscal Year Book (including club check duplicates and attendee check copies)
Retention: Attendee check copies retained until the end of the next fiscal year following the trip closure. All other records retained for 5 years from when the relevant tax form(s) was submitted (retain Tax Forms indefinitely)
Responsible: Treasurer

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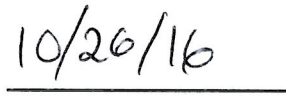
Record: Articles of Incorporation and Amendments, Missouri Secretary of State
Retention: Indefinite – Verify annually on MO Dept of State website
Responsible: Current Registered Agent on BOD

Record: Annual Registration Reports, Missouri Secretary of State
Retention: Indefinite – Verify annually on MO Dept of State website
Responsible: Current Registered Agent on BOD

Record: All club meeting minutes (BOD meeting, other meetings where minutes are recorded)
Retention: Indefinite
Responsible: Recorder / Secretary



James W. Mills
President



Date

Boeing Employees' Ski Club – St. Louis

*This signed version has been created to document the official policy agreed to during the special meeting held by the BESC-STL Board of Directors on 7/30/2013.