



GVR Clubs Records Retention

Some periods of records retention are determined by the Internal Revenue Service (IRS); others are determined by Arizona's Nonprofit Corporation Act. An efficient and organized system is necessary to provide supporting documentation to Auditors or the IRS for income and expenses.

RECORDS	NUMBER OF YEARS After fiscal year created
Corporate Organizational Records	
Original Club Application	Permanent
IRS determination letter assigning EIN#	Permanent
Bylaws - current plus previous version	Permanent
IRS and Insurance	
1099s, e-postcard filings, Form 990	7
Incident reports/Accident Reports	7
Safety reports	7
Administrative	
Inventories	4
Correspondence	4
Meeting Minutes	4
Officers List	4
Membership Roster	4
Annual List of Club Officers	4
Operating leases	4
Financial	
Annual financial statements and reports	4
Ledgers	4
Invoices and receipts	4
Credit card authorizations	4
Bank statements, reconciliations, deposits	4
Annual Agreement	
Annual Agreement to Retain GVR Club Status	1
Digital Records	

The non-profit corporate records 10-11601 D states: A Corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time.

Each club will need to determine the process and backup procedures to retain permanent records and ability to convert the documents to written form.