



## **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.

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

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.