



society for technical communication

GUIDELINES FOR ARCHIVING SOCIETY RECORDS

Approved: _____ Date: _____
(for STC Board of Directors)

Prepared by: Jean Gabriel (2000)

Copies available from:

Society for Technical Communication

901 N. Stuart St., Suite 904

Arlington, VA 22203-1822

(703) 522-4114 / (703) 522-2075 (fax)

stc@stc-va.org

www.stc-va.org

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Guidelines for Archiving Society Records

Introduction

The Society for Technical Communication creates a wide variety of records for both internal Society office use and external uses, such as communication with members. This document identifies key records and describes the retention periods for hard copy and electronic forms of these records. All records are collected and maintained by the Society office, with the exception of minutes, agendas, and board reports for the STC board of directors; these files are collected by the Society Secretary and turned over to the Society office at the end of the Secretary's term in office.

What Are Society Records?

Society records include documents or publications created by STC members, staff of the Society office, the board of directors, and third parties employed by the Society for the purpose of communicating with members or managing the internal affairs of the organization.

Goal of These Guidelines

These guidelines establish hard copy and electronic record-retention periods for key records and publications of STC. These guidelines help the Society maintain essential records for tax, audit, and historical reasons.

Record Types

These guidelines describe four main types of records as follows:

- Member publications (such as magazines, journals, and conference-related publications)
- Board of directors' records (such as meeting minutes, agendas, and officer and committee reports)
- Internal financial and administrative records of the Society office
- Chapter-related records filed with the Society office (such as bylaws and financial reports) and chapter correspondence

Archiving Criteria

The tables on the following pages list key Society records and the hard copy retention period, electronic retention period, or both, for each.

MEMBER, CONFERENCE, BOARD OF DIRECTORS, AND OTHER FORMAL DOCUMENTS

Document Type	Hard Copy Retention Guidelines	Electronic Retention Guidelines
STC Member Publications <i>Technical Communication</i> <i>Intercom</i> <i>STC Membership Directory</i> Membership Brochures and PR Materials	All, permanently All, permanently All, permanently All, permanently	All, permanently All, permanently All, permanently All, permanently
Conference-related Publications Preliminary Program Final Program Annual Conference Proceedings Society Honors Brochure Honors and Awards Brochure Conference Registration Forms	All, permanently All, permanently All, permanently All, permanently All, permanently 5 years	All, permanently All, permanently All, permanently All, permanently All, permanently 5 years
Other Formal STC Publications <i>Tieline</i> <i>STC Administrative Directory</i> <i>STC Annual Report</i>	All, permanently All, permanently All, permanently	All, permanently All, permanently All, permanently
STC Guidelines and Rules (AD) Documents	Current version and two prior versions	Current version and two prior versions
Board of Directors Documents (STC Secretary) Call for Board Reports; related documents Regular and Executive Session Agendas Regular and Executive Session Minutes Annual Business Meeting Minutes Board Member Reports and Attachments	2 years 6 years All, permanently All, permanently 6 years	2 years 6 years All All 6 years
STC Election Materials Election brochure and sample ballots Actual ballots	All, permanently All, permanently 1 year	All, permanently All, permanently 1 year
Chapter-related Documents <i>STC Chapter Handbook</i> Chapter financial reports Chapter-formation documents Copies of chapter bylaws Correspondence	All, permanently 7 years All, permanently Current version from each chapter (if available) All important correspondence, permanently	All, permanently 7 years All, permanently Current version from each chapter (if available) All important correspondence, permanently
Formal Survey Instruments and Results	All, permanently	All, permanently

SOCIETY OFFICE (INTERNAL) RECORDS

Document Type	Hard Copy Retention Guidelines	Electronic Retention Guidelines
Accident reports/claims: Active Settled Accounts payable ledgers and schedules Audit reports	All, permanently 7 years All, permanently All, permanently	N/A N/A All, permanently All, permanently
Bank reconciliations Bank statements <i>Bylaws and Articles of Incorporation</i>	All, permanently 2 years 3 years	N/A N/A All, permanently
Capital stocks and bonds records (ledgers) Cash books Chart of accounts Checks, cancelled: Routine payments Important payments Contracts, mortgages, notes, and leases: Active Expired Correspondence (general, routine) Correspondence (legal, important matters)	All, permanently All, permanently All, permanently 7 years All, permanently All, permanently 7 years 2 years All, permanently	All, permanently All, permanently All, permanently N/A N/A N/A N/A 2 years All, permanently
Deeds, mortgages, and bills of sale Depreciation schedules Deposit slips (duplicates of)	All, permanently All, permanently 2 years	N/A N/A N/A
Employment applications Expense analyses/expense distribution schedules	3 years 7 years	N/A 7 years
Financial statements (year-end; others optional)	All, permanently	All, permanently
Garnishments	7 years	7 years
Insurance policies and records: Expired Active Internal audit reports	3 years All, permanently 3 years	N/A N/A 3 years
Ledgers (general/private); year-end trial balance	All, permanently	All, permanently
Magnetic tape and tab cards	1 year	1 year
Minutes books for directors, stockholders	All, permanently	All, permanently
Notes receivable ledgers and schedules	7 years	7 years
Option records (expired)	7 years	7 years

SOCIETY OFFICE (INTERNAL) RECORDS

Document Type	Hard Copy Retention Guidelines	Electronic Retention Guidelines
Payroll records and summaries	7 years	7 years
Personnel files:		
Active	All, permanently	All, permanently
Terminated	7 years	7 years
Petty cash vouchers	3 years	3 years
Physical inventory tags	3 years	N/A
Property appraisals (from outside appraisers)	All, permanently	N/A
Property records (See note A.)	All, permanently	All, permanently
Purchase orders (Purchasing Department copies)	7 years	7 years
Receiving sheets	1 year	N/A
Retirement and pension records	All, permanently	All, permanently
Requisitions	1 year	1 year
Sales records	7 years	7 years
Scrap and salvage records (inventories, sales)	7 years	7 years
Stock and bond certificates:		
Active	All, permanently	N/A
Cancelled	7 years	N/A
Subsidiary ledgers	7 years	7 years
Tax returns and worksheets (See note B.)	All, permanently	All, permanently
Trademark registrations and copyrights	All, permanently	All, permanently
Training manuals	All, permanently	All, permanently
Union agreements	All, permanently	All, permanently
Voucher register and schedules	7 years	7 years
Vouchers for payments (See note C.)	7 years	7 years
Withholding tax statements	7 years	7 years

Notes

- A Includes costs, depreciation reserve, year-end trial balances, depreciation schedules, blueprints, and plans
- B Includes revenue agents' reports and other documents relating determination of income tax liability
- C Includes vouchers to vendors, employees, officers, and others for travel and entertainment expenses