

"Document Retention and Destruction Policy"

that Texas Bluebird Society adopt this statement as our ""Document Retention and Destruction Policy": Texas Bluebird Society will manage retention and destruction of documents according to the following schedule:

Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Duplicate deposit slips	2 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently

Adopted by the TBS Board at the July 26, 2011 board meeting.