



**Policy Name:** Records Management Policy

**Policy Number:** REC201907

**Adopted:** 01/15/2016

**Revised:** 07/22/2019

**Policy:** Central Ohio Rowing executive committee shall maintain records in accordance with all local, state and federal laws.

<b>Agreement/Record</b>	<b>Location</b>	<b>Duration</b>
Accounts payable ledgers and schedules	Treasurer's Computer	10 years
Accounts receivable ledgers and schedules	Treasurer's Computer	10 years
Audit reports of accountants	N/A	Permanently
Bank statements	Erg Room/Treasurer's House (Current year only)	10 years
Boat Licenses	Erg Room/Treasurer's House (Current year only)	10 years
Cash books	Treasurer's Computer	10 years
Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc.)	Erg Room/Treasurer's House (Current year only)	Permanently
Checks (canceled, with exception below)	Erg Room/Treasurer's House (Current year only)	10 years
Contracts and leases (expired)	Erg Room/Treasurer's House (Current year only)	10 years
Contracts and leases still in effect	Erg Room/Treasurer's House (Current year only)	Permanently
Correspondence (legal and important matters)	Erg Room/Treasurer's House (Current year only)	Permanently
Correspondence, general	Erg Room/Treasurer's House (Current year only)	4 years
Depreciation schedules	Treasurer's Computer	10 years
Donation records of endowment funds and of significant restricted funds	Treasurer's Computer	Permanently
Donation records, other	Erg Room/Treasurer's House (Current year only)	10 years
Duplicate deposit slips	Erg Room/Treasurer's House (Current year only)	10 years
Employee personnel records (after termination)	N/A	7 years
Employment applications	N/A	3 years
Expense analyses and expense distribution schedules (includes	Erg Room/Treasurer's House (Current year only)	10 years



allowance and reimbursement of employees, officers, etc., for travel and other expenses)		
Financial statements (end-of-year)	Erg Room/Treasurer's House (Current year only)	Permanently
General ledgers and end-of-year statements	Erg Room/Treasurer's House (Current year only)	Permanently
Insurance policies (expired)	Erg Room/Treasurer's House (Current year only)	Permanently
Insurance records, current accident reports, claims, policies, etc.	Erg Room/Treasurer's House (Current year only)	Permanently
Inventories of products, materials, supplies	Erg Room/Treasurer's House (Current year only)	10 years
Invoices from vendors	Erg Room/Treasurer's House (Current year only)	10 years
Minute books of Board of Directors, including Bylaws and Articles of Incorporation	Erg Room/Treasurer's House (Current year only)	Permanently
Payroll records and summaries, including payments to pensioners	Erg Room/Treasurer's House (Current year only)	10 years
Purchase orders	Erg Room/Treasurer's House (Current year only)	3 years
Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability	Treasurer's House/Computer	Permanently
Time sheets and cards	Erg Room/Treasurer's House (Current year only)	10 years
Erg Room Lease (Whittingham Capital)	Erg Room/Treasurer's House (Current year only)	Permanently
Boathouse Agreement	Erg Room/Treasurer's House (Current year only)	Permanently
GCRA Agreement	Erg Room/Treasurer's House (Current year only)	Permanently
501(c)3 Application and Letter	Erg Room/Treasurer's House (Current year only)	Permanently
Loan Agreement with Vespoli	Erg Room/Treasurer's House (Current year only)	10 years
Agreement with City of Columbus for use of River	Erg Room/Treasurer's House (Current year only)	Permanently
Dublin Crew By-Laws	Secretary's House	Permanently
State of Ohio Domestic Agent Certificate	Erg Room/Treasurer's House (Current year only)	Permanently
Commercial Property Coverage Policy (Philadelphia)	Erg Room/Treasurer's House (Current year only)	Permanently
Directors & Officers Protection Policy (Philadelphia)	Erg Room/Treasurer's House (Current year only)	Permanently
Equipment Policy (St. Paul Travelers)	Erg Room/Treasurer's House (Current year only)	Permanently
US Rowing Insurance	Erg Room/Treasurer's House (Current year only)	Permanently



PayPal	Erg Room/Treasurer's House (Current year only)	Permanently
Chase	Erg Room/Treasurer's House (Current year only)	Permanently
New Market Mall (New Market Acquisitions)	Erg Room/Treasurer's House (Current year only)	Permanently