

Train Mountain Records Retention Policy

Permanent

- Tax Exempt Status Recognition
 - Form 1023 Copy
 - Determination Letter
- Articles
- Bylaws
- Minutes
- Audit Reports
- Oregon CT-12 Forms
- All Legal Correspondence
- Ledgers
- Depreciation Schedules
- Personnel Files
- Copies of Tax Returns
- Correspondence with State & Federal agencies

7 years

- Payment Reimbursement Forms
- Expense Reports with receipts
- Chart of Accounts
- Cash receipt Records
- All records re Grants
- Statements with canceled checks
- All leases and Rental agreements
- All Contracts
- Invoices
- Purchase Orders
- Sales Records
- Employee records
 - Withholding Tax Statements
 - Timesheets
- Conflict of interest Forms

5 years

- General Correspondence
- Employment Applications
- Asset Records... 5 years after asset is disposed of

3 years

- Bank Reconciliations
- Uncontested correspondence with vendors
- Certificates of Insurance
- Inventories