

Records Retention Schedule

Key

- Minimum retention period, may be kept longer
- ✖ Minimum retention period, must be destroyed when reached
- | Legal minimum retention period
- ∞ Permanently (for the entire effective existence of the LLC)

Record	6m	3y	7y	∞
FINANCIAL DOCUMENTS				
ACCOUNTING & FINANCIAL				
Monthly financial statements, bank statements and reconciliation, general ledger, trial balance			●	
Annual budgets & reports				●
Audit Reports				●
Fixed Asset Records & related depreciation schedules				●
Cancelled Checks, Deposit Records, Electronic fund transfers			●	
Accounts receivable and payable ledgers/schedules, payables matrix				●
Invoices from Vendors & Purchase Orders				●
TAXES				
Tax Returns				●
Sales Tax Exemption Certificate				●
CHARITABLE DONATIONS				
Donor files				●
Charitable contributions records				●
Endowment donation records & gift agreements				●
Information re: state registrations				●

Record	6m	3y	7y	∞
LLC BOARD DOCUMENTS				
Board Minutes & Materials				●
Policies & Procedures				●
Board Slack Channel, Email Archives and related			●	
LEGAL DOCUMENTS				
Formation Documents (Certificate of Formation & LLC Agreement)				●
Legal Memos & Opinions				●
Contracts (after expiration)				●
Authentication requests, Subpoenas & Responses				●
Legal Correspondence				●
Legal Claims & Proceedings				●
HUMAN RESOURCES				
All HR records (current employee)				●
Employment Applications		x		
Payroll Records (after termination)			x	
Personnel Records (after termination)		x		
IRS W-2, W-9, IRS 1099-MISC (after filing)		¹	●	
INSURANCE DOCUMENTS				
Insurance Policies (after expiration)			●	
Insurance records, current accident reports, claims				●
MEETINGS				
Agendas				●

¹ May be up to 7 years under certain circumstances

Record	6m	3y	7y	∞
Contracts (still in effect)				●
Contracts (expired)			●	
Registration data (except non-public personal)				●
Registration data (non-public personal)	x			
Sponsor MOUs		●		
Letters of invitation	x			
Meeting photos and videos				●
Blue Sheets				●
OTHER				
Archives of non-WG mailing lists hosted by the IETF				●
Working Group Archives				●
General Correspondence (Emails, Slack, etc)			●	
Special Correspondence (regarding matters whose documents are otherwise being retained permanently)				●