

AUTM Policy: Document Retention and Destruction



Initially approved by the AUTM Board of Directors on January 26, 2015

*This AUTM Policy was amended by the AUTM Board of Directors on the following date(s):
May 19, 2016; May 4, 2017, December 6, 2023*

This document retention and destruction policy of AUTM identifies the record retention responsibilities of the AUTM staff for maintaining the storage and destruction of the association's documents and records. The responsibilities apply to paper and electronic documents.

The Chief Executive Officer (CEO) and the Administrative Director, as designated by AUTM, will be consulted before any decision is made to purge or destroy material for AUTM.

As a reminder, all records should be written with the expectation that they may be read by persons other than the intended recipient, including persons who do not have the best interests of AUTM in mind. Therefore, all documents, including email, should be drafted in a courteous and professional manner. Bear in mind as well that some communications may best be made orally.

Association of University Technology Managers

MATERIAL TYPE	RETENTION PERIOD GUIDELINES
Annual Reports	Permanent
Articles of Incorporation	Permanent
By Laws & Constitution	Permanent
Tax Exemption Determination	Permanent
Trademark Registration and	Permanent
Litigation	Permanent
Contracts	10 Years after Expiration or Termination
Correspondence - Routine	1 Year
Correspondence - Critical	2 Years
Drafts	Destroy After Final
Dues – Master List	7 Years
Board Minutes	Permanent
Committee Minutes	7 Years to Permanent
Meeting Information - General	2 Years
Meeting Information - Program	10 Years
Communications Programs	10 Years
Outdated Promotional Materials	Minimal Supply
Meeting Registration Information	1 Year
Statistical - Individual	5 Years (Segregated in AUTM Files)
Statistical - Consolidated	10 Years to Permanent

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Financial and Operating

Accounting Ledgers	10 Years
(Invoices Member)	6 Years
Invoices (Vendor/Supplier)	6 Years
Shipping/Freight Documents	1 Year
Audits	10 Years
Bank Statements	6 Years
Canceled Checks & Stubs	6 Years
Contracts	10 Years after Expiration or Termination

No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.