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

This document retention and destruction policy of the Association of University Technology Managers (AUTM) identifies the record retention responsibilities of staff (Kellen Company) 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 the Kellen Company, 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**

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| **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| Outdated Promotional Materials | Minimal Supply |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 Kellen Files) |
| Statistical - Consolidated | 10 Years to Permanent |

**Financial and Operating**

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| --- | --- |
| 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.**