

## TOASTMASTERS INTERNATIONAL RETAINING CLUB RECORDS

Below is a list outlining how long clubs should keep financial and administrative records. Depending on your club's needs, you may add items to this list. Your club should **have a procedure in place to pass records from one administration to the next**. Be sure to include a review of these records as part of your club's audit.

**Governance and Charter Records: Permanently**

*(Includes Articles of Incorporation and Bylaws, Club Constitution, Club Procedures and Standing Rules, charter papers, etc.)*

**Legal and Controversial Correspondence: Permanently**

**Minute Books: Permanently**

**Financial Records: 7 years**

*(Includes internal audit reports, bank statements, cancelled checks, receipts and disbursements, etc.)*

**Administrative Records: 3-4 years**

*(Includes routine correspondence, internal reports, membership rosters, etc.)*