

# DUPAGE COUNTY BAR ASSOCIATION RECORD RETENTION SCHEDULE

Record Type	Retention
<b>Accounting Records</b>	
Audit	Current + 3 years
Bank statements	Current + 4 years
DCBA budget	Current + 4 years
Employee payroll records	6 years following employee termination (resignation, dismissal, retirement)
Financial statements	Permanent
General ledger	Permanent
Tax Returns	Permanent in fireproof cabinet

Record Type	Retention
<b>Administrative</b>	
Correspondence (general inquiries)	Current year
Disaster Recovery Plan	Permanent; also filed electronically and stored offsite
Marketing Plans	Current + 3 years
Procedures Manual	Permanent; also filed electronically and stored offsite
Strategic or Long Range Plans	Permanent until superseded

Record Type	Retention
<b>Bar Center/Facilities</b>	
Appraisals	Permanent in fireproof cabinet
Deeds, Titles	Permanent in fireproof cabinet
Depreciation schedules	Current + 3 years
Guarantees, warranties, manuals	Retain through life of particular item
Business Insurance Records	Current + 5 years
Leases (Bar Center tenants)	6 years after lease expiration
Maintenance	10 years
Mortgages	6 years after payout in fireproof cabinet
Plans, Blueprints, Drawings	Permanent in fireproof cabinet
Purchase/Lease records (equipment)	5 years in fireproof cabinet
Taxes	Permanent

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<b>Record Type</b>	<b>Retention</b>
<b>Board of Directors</b>	
Agendas	Current + 6 years
Bylaws	Permanent
Minutes	Permanent
Policies	Permanent
	Permanent ( <i>except</i> in event when one policy specifically replaces another)

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<b>Record Type</b>	<b>Retention</b>
<b>CLE</b>	
Marketing flyers, brochures & plans	Current + 3 years
Registration lists	Current + 4 years
Contracts with outside venues	Current + 2 years
Financial summaries	Current + 3 years
MCLE applications	Current + 4 years
Course Books	Current + 7 years

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<b>Record Type</b>	<b>Retention</b>
<b>Corporate Records</b>	
Articles of incorporation (DCBA, LRS, DCBF)	Permanent
Bylaws (DCBA, DCBF)	Permanent
DCBA Board Policies	Permanent ( <i>except</i> in event when one policy specifically replaces another)
Membership Applications	Permanent
Minutes	Permanent
Personnel files	4 years following employee termination (resignation, dismissal, retirement)

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<b>Record Type</b>	<b>Retention</b>
<b>Driver Improvement School</b>	
Affidavits	1 year
Attendance Roster	Current + 3 years
Data base (includes classes, student data, instructors' records)	Current + 6 years. Archived after 7 years. Data base and Access-based program filed electronically and stored offsite weekly.

<b>Record Type</b>	<b>Retention</b>
<b>Events &amp; Meetings</b>	
Marketing flyers, brochures & plans	Current + 3 years
Registration lists	Current + 4 years
Contracts with outside venues	Current + 2 years
Financial summaries	Current + 3 years
Agendas (if applicable)	Current + 6 years

<b>Record Type</b>	<b>Retention</b>
<b>Judges' Nite</b>	
Marketing flyers & plans	Current + 3 years
Registration lists	Current + 4 years
Contracts with outside venues	Current + 2 years
Financial summaries	Current + 3 years
Playbill	Permanent
Scripts	Current + 6 years
Videtaes (if available)	Permanent

<b>Record Type</b>	<b>Retention</b>
<b>Judiciary Committee</b>	
Screening ratings (Associate, Circuit,	Permanent

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Appellate, Supreme) Applications & signed waivers Membership Polls [standalone or with ISBA]	1 set through June 30 of current fiscal year 10 years
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<b>Record Type</b>	<b>Retention</b>
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**Lawyer Referral Service**

Member applications	Permanent
Client referrals	Current + 3 years
Insurance Records [DCBA]	Current + 5 years
LRS data base/Access-based program	Electronically backed up and stored offsite weekly

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<b>Record Type</b>	<b>Retention</b>
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**Membership**

Membership Applications	Permanent
Dues Notices	1 year
Membership data base/Access-based Program	Electronically backed up and stored offsite weekly
Biennial membership directories	Permanent
Recruitment promotional pieces & marketing plans	Current + 3 years
Retention promotional pieces & marketing plans	Current + 3 years

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<b>Record Type</b>	<b>Retention</b>
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**Minutes**

DCBA Board DCBF Board	Archive permanently. File in fireproof cabinet. When practical, retain electronic copy as well as hardcopy. File electronic copy offsite.
DCBA Committees, including Executive	Current + 5 years

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Committee

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**Record Type**

**Retention**

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**Personnel**

Employment Applications/Resumes	3 years
Attendance Records	6 years
Contracts, Deferred income	5 years after retirement
Contracts, Independent contractors	5 years after termination
Insurance records	Current + 5 years
Performance reviews	5 years after termination (resignation, dismissal, retirement)
Personnel Manual	Permanent until superseded
Position descriptions	Permanent until superseded
Procedures Manual	Permanent; also filed electronically and stored offsite
Time Sheets	4 years
HRA Files	2 years after receipt from HRA administrator (for a total of 3 years)

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**Record Type**

**Retention**

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**Publications & Communications**

<i>DCBA Brief</i> (and its predecessor, <i>Bar News</i> )	Permanent
<i>DCBA Newsletter</i>	Current + 3 years
Membership Directories	Permanent
CLE Course Materials	Current + 7 years
Press Releases	Current + 2 years

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