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Each department shall arrange for the retention of records in accordance with the schedule below. Any department or employee who seeks an exception to the schedule below shall not make such change without the approval of the General Counsel and, with regard to financial records, the Chief Financial Officer.

In the event an employee becomes aware of a claim being made against the New York City Bar Association, or the commencement or threat of commencement of a litigation or administrative proceeding involving the Association as a party, such employee shall inform the General Counsel and shall not destroy any records relating to that matter. Upon learning of such a claim or actual or threatened litigation or proceeding, or if he or she anticipates litigation with regard to a matter, the General Counsel shall inform the staff and all others with access to records that records relating to that matter shall not be destroyed. Any employee with questions in this regard shall consult the General Counsel.

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The form in which records are to be retained shall be reviewed by the Executive Director and the General Counsel and, for financial records, also by the Chief Financial Officer, and they shall have discretion to retain the records in a form that is reasonably secure, meets legal requirements and serves the purposes of retention of the record in question.

This policy is subject to any legal requirements that mandate retention for a longer period of time than set forth in this policy. This policy shall be reviewed annually.

Subject to the foregoing, records in the following categories shall be kept the minimum number of years listed below (records to be retained permanently are so indicated):

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Certificate of Incorporation, constitution and by-laws	Permanent
Real property documents (leases and agreements, mortgages, appraisals and related important correspondence)	Permanent
Minutes of Executive and Audit Committees	Permanent
Insurance policies and correspondence related to claims	Permanent
Working papers relating to insurance claims	7 years after resolution of claim

Contracts	7 years after termination (if identical from year to year, earlier versions may be destroyed 3 years after they are no longer in effect)
Intellectual Property (materials related to patents, trademarks and copyrights)	Permanent
Materials relating to a litigation, threatened litigation claim or administrative proceeding	Permanent
Incident reports	Permanent
Blueprints, plans and specifications related to the building	Permanent
Work Permits, certificates of occupancy	Permanent
Inspection reports, notices of violations and materials relating to addressing those violations, investigations related to potential violations	Permanent
Air, water and other environmental tests	7 years
Records relating to equipment	4 years after disposition of equipment
User Manuals	4 years after disposition of equipment
CLE – records of programs and attendance	5 years
Ballots	2 years
Press releases	Permanent
Complaint Mediation Panel materials	Permanent
Materials pertaining to the Arbitration and Mediation of Disputes Among Lawyers program	Permanent
Legal Referral Service	
Materials relating to panel members	7 years after they cease to be panel members
CLE certificates for Monday Night Law volunteers	5 years

Materials relating to complaints against LRS	Permanent
Monday Night Law client intake forms	7 years
Client records	7 years after the date of event the documents address, or from date of document, whichever is later

Financial Records

Correspondence related to financial matters	6 years
Annual financial statements	Permanent
Reports	
Auditors' reports, opinion and disclaimer	Permanent
Compiled or reviewed monthly and quarterly financial statements	10 years
Reports filed with government agencies	Permanent
Tax files	
Tax returns	Permanent
Tax surveys, research reports, agents' examinations, and other special tax reports	Permanent
Working paper files	
Audited financial statements	Permanent
Compiled and reviewed monthly and quarterly financial statements	10 years
Accounting Records	
General Ledger	Permanent

Accounts receivable	10 years
Accounts payable	10 years
Client's invoice and copies of checks	7 years
Payroll records (journals, ledgers, W-2, 940s, 941s, etc.)	Permanent
Expense reports	7 years
Time reports	7 years
Bank statements and cancelled checks	10 years
Journal vouchers	Permanent
Cash receipts and disbursements journals	Permanent
Billed accounts receivable aged trial balance	7 years
Depreciation schedules	Permanent
Annual financial reports	
Tax returns, annual statements and working papers	Permanent

Employment Records

Information related to retirement and pension plans	Permanent
Dates of hire and rehire, and of termination	Permanent
Collective Bargaining agreements	Permanent
Personal Information (address, contact information, social Security number, etc.)	7 years after termination
Personal information that has been updated	3 years after change was made
INS I-9 Forms	3 years after termination
Timesheets	7 years

Applications, replies, etc. regarding people
who were not hired

2 years

All other records relating to individual employees

7 years after
termination