

**MACRAO RECORD RETENTION - LIST OF DOCUMENTS**

<b>ITEM</b>	<b>On the WEB</b>	<b>EC Member Retaining Hard Copy Document</b>
Ad Hoc Committee Archives	No	Historian
Annual Committee Reports	Yes	Historian
Annual Tax Form	Yes	Treasurer
Annual Treasurer's Report	Yes	Treasurer
Articulation Agreements	No	Historian
Audits	No	Treasurer
Banking statements	No	Treasurer
Bills to member institutions	No	Treasurer
Budget Request Forms	No	Treasurer
Business Meeting Minutes	Yes	Historian
Check stubs	No	Treasurer
Committee Application Forms	No	Vice President
Committee News	Yes	N/A
Constitution and Bylaws	Yes	Historian
Contracts Signed	No	President
Correspondence	No	Historian
Credit Card Receipts	No	Treasurer
Credit Card Statements	No	Treasurer
Early MACRAO History	No	Historian
Event Evaluations	No	N/A
Expense Vouchers	No	Treasurer
Honorary Members List	Yes	Historian
Income & Expense Report	No	Treasurer
Leadership Manual	Yes	N/A
List of Committee Members	Yes	Historian
MACRAO Agreement Material	No	Historian
MACRAO Brochures	Yes	Historian
MACRAO IRS Information	No	Historian
MACRAO Liability Insurance	No	Historian
MACRAO Policies	No	Historian
MACRAO Publicity	No	Historian
MACRAO Resolutions	No	Historian
Membership Directory	Yes	Historian
Mission Statement	Yes	Historian
Monthly Meeting Minutes	Yes	Secretary
Monthly Treasurer's Report	Yes	Treasurer
Newsletters	Yes	Historian
Past Presidents List	Yes	Historian
Pictures	No	Historian
Programs from Events	Yes	Historian
Reports & Surveys	Yes	Historian
Special Awards	No	Historian
Transfer Migration Report	No	Historian

*Revised September 2010*