

**Florida Records Management Association (FRMA)**  
**RECORDS RETENTION SCHEDULE**

#	<i>Title and Description</i>	<i>Retention Period</i>
1	<p>ADMINISTRATIVE CONVENIENCE RECORDS</p> <p>DUPLICATES of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officers in carrying out their duties. The material filed in this series is NOT the official file or record copy.</p>	OSA
2	<p>ANNUAL REPORT</p> <p>The annual report of the Association on actions taken pursuant to any directive or policy within the time set by the Executive Board, and describing the state of the Association, the work of the previous year, and any recommendations as to actions or programs deemed necessary for the improvement of the Association and its members. This is NOT the annual financial report, nor is it the annual financial audit or review report. These records have historical value.</p>	Life of the Association
3	<p>ARTICLES OF INCORPORATION/AMENDMENTS/BYLAWS</p> <p>The foundation documents establishing the Association and its mission, functions, duties and responsibilities, and organizational structure. These records have historical value.</p>	Life of the Association
4	<p>ATTENDANCE SHEETS (CONFERENCES)</p> <p>Signed attendance sheets to verify attendance at Association conferences.</p>	4 Calendar Years
5	<p>AUDIT REPORTS AND SUPPORTING DOCUMENTS</p> <p>The report, including any appropriate financial statements, issued by an independent auditor to establish the position of the Association against its standard of performance. The report may also be a financial review issued by a qualified accountant or bookkeeper to verify correctness and compliance with regulatory requirements. These records have historical value.</p>	Life of the Association
6	<p>BANK STATEMENTS AND RECONCILIATIONS</p> <p>Monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.</p>	5 Calendar Years
7	<p>BUDGET RECORDS AND SUPPORTING DOCUMENTS</p> <p>The Association's approved annual budget and related documentation. These records have historical value.</p>	Life of the Association

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8	<p>CALENDARS</p> <p>Calendars showing the meetings and conferences set by the Executive Board for the Association's educational purposes and business activities. These records have historical value.</p>	Life of the Association
9	<p>COMMITTEE/BOARD APPOINTMENT RECORDS</p> <p>Records relating to the appointment of individuals to serve on committees, or to fill vacated Executive Board positions as necessary according to the Association's bylaws. These records have historical value.</p>	Life of the Association
10	<p>COMPLAINTS</p> <p>Complaints received from members, or other organizations or individuals. The records may provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action.</p>	2 Calendar Years after resolved
11	<p>CONFERENCE/PROJECT FILES –SUPPORTING DOCUMENTS</p> <p>Documentation of conferences or projects conducted by the Association in connection with Association programs and functions. The records may include schedules, logs, and reports; related correspondence; names of members involved; equipment/supplies used; costs; and other related information.</p>	2 Calendar Years after conference or project completion
12	<p>CONFERENCE/PROJECT FILES - SUMMARY REPORTS</p> <p>Records providing summary or aggregate documentation of conferences or projects, and may include supporting information. These records have historical value.</p>	Life of the Association
13	<p>CONTRACTS</p> <p>Legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the Association is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services.</p>	5 Calendar Years after completion or termination of the contract
14	<p>CONTRACTS – BOARD MEMBERS</p> <p>Agreements with Association Executive Board Members signed upon election to and acceptance of an office on the Executive Board.</p>	5 Calendar Years after expiration of term
15	<p>CORRESPONDENCE AND MEMORANDA</p> <p>Routine correspondence and memoranda of a general nature that are associated with administrative practices of the Association.</p>	3 Calendar Years

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16	<p><b>DISCIPLINARY ACTIONS</b></p> <p>Documentation of the investigation of allegations of Executive Board Member misconduct and/or violation of Association bylaws. The series may include statements by the Executive Board Member, witnesses, and the person filing the complaint; and other related information.</p>	5 Anniversary Years after final action
17	<p><b>DONATION RECORDS</b></p> <p>Documentation of donations of funds, property, historical documents, artifacts, or other items to or by the Association. These records have historical value.</p>	Life of the Association
18	<p><b>DRAFTS AND WORKING PAPERS</b></p> <p>Materials used in developing, compiling, and assembling a final product such as an Association report or program; may include copies of correspondence or memoranda, circulated drafts, notes, and other supporting documents</p>	OSA
19	<p><b>ELECTION RECORDS</b></p> <p>All records which document the election process and election results for the Association, including ballots, reports from the Nominating Committee to the Executive Board, and supporting information.</p>	1 Anniversary Year after the election
20	<p><b>EQUIPMENT REFERENCE FILES</b></p> <p>Equipment specifications, technical manuals, brochures, bulletins, operating instructions, and other records documenting equipment characteristics and operations.</p>	Life of the Equipment
21	<p><b>FEDERAL AND STATE CORPORATION FORMS</b></p> <p>IRS Form 1023, Form 990, Application for Federal Employment Identification Number (EIN), Determination Letter. These records have historical value.</p>	Life of the Association
22	<p><b>FINANCIAL REPORTS</b></p> <p>The Association's annual financial report produced by the Treasurer for presentation to members at the Annual Business Meeting, and quarterly financial reports presented to the Executive Board. The reports include such information as total revenues and expenditures, and outstanding long-term debt. These records have historical value.</p>	Life of the Association

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23	<p>INFORMATION REQUEST RECORDS</p> <p>Correspondence accumulated in answering inquiries. The series may include requests for publications or services provided by the Association, inspection and/or copies of records, confirmation of meeting or event times/dates/location, or general Association information.</p>	1 Calendar Year
24	<p>INVENTORY</p> <p>All information regarding the physical inventory of Association property and equipment, including documentation of where the property and equipment is located, and when it is transferred, sold, stolen, abandoned, or destroyed.</p>	3 Calendar Years
25	<p>LEGISLATION RECORDS</p> <p>Documentation of the development of legislation potentially impacting the Association and/or members. The series may include proposed legislation; research materials on the subject of the legislation; analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected agencies or populations; and other related records.</p>	OSA
26	<p>MEMBERSHIP DIRECTORY</p> <p>Consists of contact information for all Association members, and includes mailing distribution lists. These records have historical value.</p>	Life of the Association
27	<p>MINUTES</p> <p>The official record of Association Executive Board meetings summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and <b>background materials</b> used as reference documentation for agenda items. These records have historical value.</p>	Life of the Association
28	<p>NEWS RELEASES</p> <p>News releases distributed by the Association and/or received from other offices or organizations for informational purposes.</p>	90 Days
29	<p>POLICIES AND PROCEDURES</p> <p>The policies for the Association, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities of the Association.</p>	3 Anniversary Years after superseded or obsolete
30	<p>PURCHASING RECORDS</p> <p>Vendor invoices, receipts, bids for services, approvals, and other documentation related to Association purchases.</p>	5 Calendar Years

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31	<p><b>RECEIPT/REVENUE RECORDS</b></p> <p>Documentation of specific receipts/revenues collected by the Association through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The records may include cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation.</p>	7 Calendar Years
32	<p><b>RECORDS DISPOSITION DOCUMENTATION</b></p> <p>Documentation of the disposition of the Association's records; disposition may include either the destruction of records or the transfer of custodianship of the records. These records have historical value.</p>	Life of the Association
33	<p><b>RECORDS RETENTION SCHEDULE</b></p> <p>The Association's records retention schedule as approved by the Executive Board for records specific to the Association. These records have historical value.</p>	Life of the Association
34	<p><b>SUBJECT/REFERENCE FILES</b></p> <p>Correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by the Association.</p>	OSA
35	<p><b>TRAINING MATERIALS</b></p> <p>Materials used in member training at Association conferences or events, such as films, slide presentations, manuals, workbooks, and other related items</p>	3 Calendar Years