



## CALIFORNIA AMATEUR HOCKEY ASSOCIATION

### Record Retention Policy

**Policy.** The California Amateur Hockey Association, USA Hockey (“California Amateur Hockey Association”) shall retain records in an orderly fashion for time periods that comply with legal and government requirements.

**Record Retention Guidelines.** The following holding periods shall be used for the maintenance of the documents listed below:

#### Accounting Records

Accounts Payable	7 Years
Accounts Receivable	7 Years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
Expense Reports	7 Years
Financial Statements (Annual)	Permanent
Fixed Asset Purchases	Permanent
General Ledger and General Journals	Permanent
Loan Payment Schedule	7 Years
Purchase Orders & Correspondence	7 Years
Purchase Requisitions	2 Years
Tax Returns and Working Papers	Permanent
Trial Balances (Annual)	Permanent

## Bank Records

Bank Reconciliations	3 Years
Bank Statements	7 Years
Canceled Checks	7 Years
Checks for Capital Purchase & Important Contracts	Permanent
Electronic Payment Records	7 Years
Petty Cash Vouchers	3 Years

## Corporate Records

Board Minutes	Permanent
Bylaws, Articles of Incorporation	Permanent
Business Licenses	Permanent
Contracts – Major	Permanent
Legal & Tax Correspondence	Permanent
Contracts – Minor	Life + 4 Years
Insurance Policies, Accident, Claims	Life + 4 Years