

Records Management Schedule, Quick Reference Chart

	File Type	Maintenance Period	Comments
Permanent Records	<ul style="list-style-type: none"> ◆ EIN – Employer Identification Number ◆ Minutes and Committee Reports ◆ Organizational background papers (charter, constitution & bylaws, officers rosters) ◆ Photographs, newsletters, news clippings, audio/visual cassettes for historical purposes (or archives) ◆ Property Records (accountable property) audit reports, budgets and journals ◆ Record of chapter property (flag, banner, gavel, postal permit, etc.) ◆ Directory of Chapters* ◆ Equipment Inventory** 	<p>Permanent</p> <p>*Until superseded</p> <p>** As long as equipment is retained</p>	
Three-Year Files	<p>Financial Records:</p> <ul style="list-style-type: none"> ◆ Bank Statements (investment accounts, money funds accounts, Treasury Bills, CDs, etc. ◆ Checkbooks, cancelled checks and bank reconciliations ◆ Daily cash receipts and bank deposits ◆ Invoices, reports, vouchers ◆ Per Capita report file ◆ Receipts and Disbursements Ledger 	<p>Three years preceding the current fiscal/calendar year</p>	<p>IRS form 990, Organization Exempt from Income Tax. "Usually records that support an item of income, deduction or credit must be kept for three (3) years from the date the return is due or filed, whichever is later. Keep records that verify the organization's basis in property for as long as they are needed to determine the basis of the original or replacement property. The organization should also keep copies of any returns it has filed. They help in preparing future returns and in filing amended returns.</p>
One-Year Files	<p>General correspondence</p>	<p>Previous year and current fiscal/calendar year</p>	<p>Correspondence should be destroyed unless it contains historical information.</p>
Committee Records	<p>File folders</p>	<p>Two years, then screened for disposal or nonessential material prior to turning over to the incoming chairman</p>	<p>File folder labels should indicate:</p> <ul style="list-style-type: none"> ◆ Subject ◆ Calendar/fiscal year ◆ Disposition instructions (one year, three years or permanent) <p>Normally, the contents of a file folder should not exceed 1¹/₂ inches.</p>

APPENDIX B - RECORDS MANAGEMENT

Quick Reference Chart

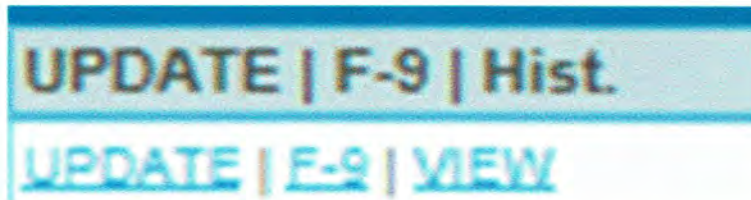
Record keeping is important to the overall management of chapters and federations. Good management decisions depend on well-organized and complete record keeping. As leadership changes, providing sufficient records is critical for a smooth transition. Records should be kept for a specified time period, and periodic purging is recommended. Having in place a procedure for the proper storage of records is recommended.

This chart is a guide for current practices and includes standards that are accepted by NARFE. Records can be divided into three categories – One-Year Files, Three-Year Files and Permanent Records.

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Three-Year Files	Financial Records: <ul style="list-style-type: none"> ◆ Bank Statements (investment accounts, money funds accounts, Treasury Bills, CDs, etc.) ◆ Checkbooks, cancelled checks and bank reconciliations ◆ Daily cash receipts and bank deposits ◆ Invoices, reports, vouchers ◆ Per Capita report file ◆ Receipts and Disbursements Ledger 	Three years preceding the current fiscal/calendar year	IRS form 990, Organization Exempt from Income Tax. "Usually records that support an item of income, deduction or credit must be kept for three (3) years from the date the return is due or filed, whichever is later. Keep records that verify the organization's basis in property for as long as they are needed to determine the basis of the original or replacement property. The organization should also keep copies of any returns it has filed. They help in preparing future returns and in filing amended returns.
One-Year Files	General correspondence	Previous year and current fiscal/calendar year	Correspondence should be destroyed unless it contains historical information.
Committee Records	File folders	Two years, then screened for disposal or nonessential material prior to turning over to the incoming chairman	File folder labels should indicate: <ul style="list-style-type: none"> ◆ Subject ◆ Calendar/fiscal year ◆ Disposition instructions (one year, three years or permanent) Normally, the contents of a file folder should not exceed 1 ^{1/2} inches.

Member Roster Report – Left Side



UPDATE | F-9 | Hist.

UPDATE | F-9 | VIEW



In the extreme left you can see links to UPDATE, F-9 and VIEW history about the member.

On the extreme left of each member line, key officers will see some links. All officers can VIEW member history of changes to a member record while in this chapter. Key officers can click UPDATE to modify member data or F-9 to report a member death.

Membership Record Update

[Close This Window](#)

Membership Record Update Request

ID: 0000000

First Name: PAT

Last Name: DEMPSEY

Street: [REDACTED]

Suite No: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Street: [REDACTED]

Suite No: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Home Phone: [REDACTED]

Work Phone: [REDACTED]

Cell Phone: [REDACTED]

Email: PATRICKDEMPSEY@VERIZON.NE

[Send Update Request](#)

You see the "Send Update Request" button for UPR and URS. Please be sure to use the correct button. Your request to update the member's record will be submitted to NARFE HQ for review and will be processed at the earliest opportunity. If you have any questions, please contact [Customer Support](#).

If you click on UPDATE, you can enter corrected data for a member and then send it to headquarters for them to enter after review.

4/21/2017

Membership Roster Version 5.0

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This is what appears if you select UPATE. It will show what member data is on NARFE's database and allow you to modify the data. Please remember that once you submit the new information it will be reviewed by headquarters before being applied to the database.

Notification of Death (F-9)

Notification of Death of a Member (F-9)

members@narfe.org'."/>

Member Information

ID: [REDACTED]
Full Name: [REDACTED]
Address: [REDACTED]
Date of Death: Month [v] Day [v] Year [v] (Search if known)

Surviving spouse? NO YES DON'T KNOW

Chapter Officer Information

Signature: [REDACTED]
Member ID: [REDACTED]
Chapter: [REDACTED]
Reporting Date: [REDACTED]

[Send Notification](#)

Your notification of death of this member will be submitted to NARFE HQ for review and will be processed at the earliest opportunity. If you have any questions, please contact [members@narfe.org](#)

If you click on F-9, you can submit death notification to headquarters.

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When a member dies key officers can report the death to headquarters using the F-9 option. F-9 was the number of the paper form previously used to report a death.