

*Since 1854*  
**Athens County Agricultural Society**  
*P.O. Box 669*  
*Athens, OH 45701-0669*

Governing body: Board of Directors Date issued: January 3, 2012

Authorized by: \_\_\_\_\_ Revised date: n/a

Review dates: \_\_\_\_\_

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Distribution: All Directors

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SUBJECT: Record Retention Policy

There is hereby created in the Athens County Agricultural Society a records commission, composed of the President of the Board, the Secretary to the Board and the Treasurer of the board. The commission shall meet at least once every twelve months and upon the call of a chairperson.

The function of the commission shall be to review one-time disposal of obsolete records and schedules of records retention and disposition. The commission may dispose of records following the schedule outlined below. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

A detailed listing of records destroyed and date of destruction will be kept on file in the safe in a notebook. The document will be signed by each commission member at time of destruction.

<u>Record Description</u>	<u>Destroy Date</u>
Check, vouchers, paid invoices	Active plus 6 years following close of fiscal year
Deposit receipts, bank statements and contracts	
Minutes	Indefinite – no destruction
Personnel files	Active plus 5 years
Correspondence	Active plus 3 years
Budget	Active plus 6 years.