

III RECORDS RETENTION (Added April 2010)

A. Treasurer's Records

The District Treasurer may destroy old records that are no longer required except tax returns, annual financial statements and audit reports. (Approved April 2010)

B. Secretary's Records

The District Secretary should retain all minute books including secretary minutes with attached Treasurer's Reports, all copies of the District Service Bulletin and any other materials deemed necessary for District History. All other materials may be destroyed by the District Secretary. (Approved April 2010)