

SIGMA BETA SORORITY, INC.

CHAPTER PRESIDENT'S FILE

PERMANENT RECORD

The following information is for your record keeping procedure:

<u>ITEM:</u>	<u>KEEP:</u>
Chapter Roster	Forever (history)
Chapter Minutes	Forever (history)
Secretary's Quarterly Reports	Five Years
Correspondence	Clean out annually (make certain all action items have been resolved), unless your chapter has something specific it wants to keep.
Treasurer's Quarterly Reports	Five Years
Treasurer's Monthly Reports	Five Years
Yearly Audits	Five Years
Tax Forms	Five Years
Check Registers, Deposit Receipts And Canceled Checks	Five Years

Suggestion: Appoint a chapter historian to keep records that do not need to be referred to on a regular basis.