

# ECGRA Document Retention Time

Document Type	Physical Retention Time	Electronic Retention Time
Articles of Incorporation	Permanently	Permanently
By-Laws	Retain until superseded or revoked	Retain until superseded or revoked
FY Audit	Permanently	Permanently
Auditor General Audit	Permanently	Permanently
Annual Reports	Permanently	Permanently
Statements of Financial Interest	5 years	5 years
Gaming Distribution Memos (from State)	5 years	5 years
Grant Guidelines	5 years after close-out date	Same
Grant Applications	5 years after close-out date	Same
Grant Agreement / Distributions	5 years after close-out date	Same
Grant Close-Out Reports	5 years after close-out date	Same
Correspondance with Grantees	5 years after close-out date	Same
Emails	If email is associated with a grant/project, retain until completed. For other emails, retain for as long as of adminstrative value.	Same
Notes on Applications / Close-Outs	5 years after close-out date	Same
ARPA Grant Guidelines	5 years after all funds have been expended or returned to the County, whichever is later.	Same
ARPA Grant Applications	5 years after all funds have been expended or returned to the County, whichever is later	Same
ARPA Grant Distributions	5 years after all funds have been expended or returned to the County, whichever is later	Same
ARPA Close-Out Reports	5 years after all funds have been expended or returned to the County, whichever is later	Same
ARPA Compliance with County	5 years after all funds have been expended or returned to the County, whichever is later.	Same

<b>Document Type</b>	<b>Physical Retention Time</b>	<b>Electronic Retention Time</b>
Resolutions	Permanently	Permanently
Minutes of Monthly Meetings	Permanently	Permanently
Notes from Strategic Planning Meetings	Retain until meeting minutes are approved	Same
Conflict of Interest	Permanently (attach to meeting minutes)	Same
Right to Know Requests	2 years	2 years
Insurance Coverage	6 years	6 years
Liability Certificates (Grantees)	5 years after close-out date	Same
Professional Development Invoices	7 years	7 years
Bank Statements	3 years	3 years
Monthly Financial Reports	7 years	7 years
PMRS/IRA Contributions	5 years after separation	Same
Monthly Invoices (phone, rent, legal, etc)	7 years	7 years
Visa Statements	7 years	7 years
Economic Impact Reports	5 years	5 years
Expense Reports	7 years	7 years
Employee Applications	7 years	7 years
Meeting Packets / Agendas	Permanently	Permanently
Director's Reports	Permanently (attach to meeting minutes)	Same
Newsletters	As long as of administrative value	

\* where applicable