

## **North Carolina Society of Medical Assistants Record Retention Guidelines**

These guidelines are provided for use by the officers and committee chairs of NCSMA to use in determining which records are considered vital to the society and which may be destroyed. If an individual officer or committee chair feels that certain records, other than those recommended to be retained, are needed for the office or committee to function then it is expected that those records will be maintained. These guidelines are not intended to substitute for an officer or committee chair's good judgment.

Records constituting an historical record of NCSMA **must** always be maintained.

Each officer and committee chair is responsible for creating and forwarding to the next officer or chair information needed for the efficient operation of their respective positions. This includes any samples of correspondence, pertinent guidelines, list of deadlines or any other information that is needed for the office or committee to function.

Officers and committee chairs are encouraged to recommend any changes, additions or deletions to these guidelines to the Past Presidents Committee. These guidelines shall be reviewed annually by the Past Presidents Committee.

Any questions regarding these guidelines should be referred to the Board of Directors.

- President:** Immediate Past President's book for five years  
(Books older than five years will be offered to the Past President who created and compiled the book)  
Current President's Book
- President Elect:** Current Information
- Secretary:** All minutes and other documents related to NCSMA  
NCSMA Corporate Seal
- Treasurer:** Financial Records for 7 years
- bank statements
  - cancelled checks
  - expense vouchers
  - financial ledgers
- (exceptions: receipts for capital equipment purchases. Treasurer should maintain a separate file with copies of the receipts, warranties and any other vital information regarding these purchases for easy access)
- Permanent** Records to be maintained by Treasurer:
- IRS Tax exemption letter
  - Certificate of Incorporation
  - Check register
  - All treasurer's reports
  - Annual tax forms filed with the IRS
  - Receipts for capital equipment purchases
- Membership information (statistics, listings, dues information for the current and previous year only)
- Current membership roster

- Vice President:** Keep only pertinent records to membership committee
- Speaker:** Delegates packet for each year  
Chapter signs and stands for use in the HOD
- Vice-Speaker:** None to keep
- Committees:** Records of committee work for past 2 years (or whatever the chair feels is needed for the smooth operation of the committee. It may be necessary to keep records for a longer period)  
**EXCEPTION:** No records maintained by the History and Resolutions Committee may be destroyed at any time.)  
Current copy of any guidelines or instructions pertinent to this committee  
Bylaws Committee will maintain:  
1) current copy of AAMA Bylaws  
2) all copies of NCSMA Bylaws  
3) current copy of each component Chapter Bylaws

Approved by the NCSMA Board of Directors April 27, 2003.  
Updated per bylaws changes April 2010.