



Society of Women Engineers Records Retention and Disposition Policy and Schedule

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PART 1: RECORDS POLICY

Society of Women Engineers records are important assets that document the activities of the Society and its members. Records created during the course of conducting SWE business by Society-level officers, volunteers, and staff are the property of SWE, not the individual. Society-level officers, volunteers, and staff should not create platforms (including but not limited to social media accounts, applications, or cloud-based storage locations) for record or data sharing or distribution outside of those approved by existing Society policies. Such records must be complete and kept in an orderly fashion and surrendered to the Society upon end of term in office or termination of employment.

The Society has an established archival program to manage its permanently valuable and historical Society-level records. The physical archival collection, including archived born-digital files, is stored and maintained at the Walter P. Reuther Library at Wayne State University. It is the responsibility of the SWE Archivist at the Reuther Library to preserve and ensure access to Society-level historical documentation. It is the responsibility of the SWE Headquarters staff, in collaboration with officers, senators, and committee members, to manage active, semi-active and inactive records that are not to be permanently deposited in the Archives.

PART 2: RECORDS DEFINITIONS

Records are all materials created, received, or used for the official business of an organization. In other words, they consist of the files and information that the Society generated itself during Society business. Records may also include information created by outside organizations which place SWE's history in context, including articles on SWE activities or members, and studies, surveys, and reports on women in engineering. Records exist in a variety of formats, including audio, born-digital or electronic records, email, paper, photographs, social media postings, video, and websites.

Records are also defined by the frequency of their use as well as any administrative, fiscal, or legal requirements they must fulfill. Active records are used daily, weekly, or monthly; semi-active records are used several times a year; inactive records are referred to less than once a year, if at all.

Further, records are defined by their historical and long-term value. Some records only have short-term business or operational value and can be discarded or destroyed at the end of their reasonable usefulness. Some records have enduring value to the administration or history of an organization and should be archived permanently. Some records must be kept to satisfy financial or legal regulations for a specific period of time; after that time they can be reassessed to determine if they can be destroyed or should be saved.

Below are general guidelines for appraising Society-level records.

SEMI-PERMANENT RECORDS:

These are records that do not have long-term historical value, but should be kept long enough to satisfy all uses and/or to meet legal or financial requirements. These records should be retained at Headquarters until they are no longer actively used, have fulfilled administrative, financial, and legal requirements, and can be disposed of or destroyed according to the recommendation of the Retention and Disposal Schedule. Semi-permanent records include but are not limited to:

- Agreements and contracts
- Bank statements
- Conference arrangements
- Donations documentation
- Election ballots
- General accounting and ledgers
- Insurance

- Invoices and disbursements (expense reports, bills, invoices, receipts, and related records)
- Personnel files
- Scholarship applications and student transcripts
- Certain tax documents

PERMANENT RECORDS:

Records that document the Society's founding and operations, actions and decision-making, membership, and projects and programming, which should be kept for their long-term historical value. Permanent records include:

- Audits / Financial Assessments
- Annual Budgets
- Audiovisual materials: identified photographs, videos, sound
- Awards and Recognition
 - Documentation of SWE award qualifications, procedures, and recipients
- Awards and recognition nomination packets
 - Successful nomination packets are the most important, but the information in unsuccessful packets can also be useful for biographical files on members.
- Biographical information on members
 - Most likely in the form of news articles, awards nomination packets, or elections candidate biographies, but could exist in other forms as well.
- Board of Directors business: Agendas, minutes, motions, reports, etc.
- Board Level KPI Dashboard data
- Bylaws (including superseded versions)
- Committee business: Agendas, minutes, motions, projects, programs, reports, etc.
- Correspondence / email on key programs, projects, or decisions
- Election results
- Incorporation and tax-exemption documentation
- Leadership rosters
- Marketing and publicity
- Annual Membership directories (Society-level)
 - The archives collections society-level membership directories, but the ones saved from the 1990s are incomplete / missing pages.
- Quarterly Membership Reports
- Newsletters
- Photographs (identified)

- Policies and procedures (including superseded versions)
- Presentations and speeches
- Program or project files
 - Records from Society-level programs or events, including the Annual Conference, WEL local conferences, outreach, and professional development events.
- Reports
- Strategic plans
- Surveys and studies
- Websites

PART 3: RECORDS RETENTION

The following retention and disposition schedule is to be used to manage the semi-permanent and permanent Society-level records produced by SWE. The records described are deemed necessary for the continued effective operation of SWE, to constitute an adequate and proper recording of its activities, and to meet all legal, fiscal, and archival requirements of a 501(c) 3 organization.

Records retention is based on user requirements except where superseded by legal requirements. Apart from audiovisual formats, the retention periods listed do not specify the format the record may exist in. It is generally assumed, however, that most records will be born-digital and therefore certain considerations must be applied (i.e. correspondence does include email).

Retention periods are divided as such:

- 1) Retain at HQ: Length of time records should remain at Headquarters, including staff computers, servers, shared drives, and on the Teamwork project management online platform.
 - a) *Retain permanently*: Records have long-term administrative, fiscal, or legal value, but are not suitable to be opened for research. Records should remain at Headquarters in perpetuity.
 - b) *Current FY + [#]*: If not used regularly, records should remain at Headquarters for the remainder of the current fiscal year and an additional [#] number of years for office reference and to fulfill administrative, fiscal, and legal requirements.
- 2) Disposition: What should be done with the records once the recommended retention at Headquarters has been fulfilled.
 - a) *Destroy after [#] years*: Delete or destroy non-permanent records with no long-term value after recommended Headquarters retention period.
 - b) *Permanent to archives*: Transfer records to the Archives for permanent retention.



BOARD OF DIRECTORS

Retention and Disposition Schedule

General Notes:

Prepared: 2018-07-31

Revisions:
2023-12-13

AGREEMENTS AND CONTRACTS

Includes leases, mortgages, vendor contracts, etc.

Retain at HQ: Termination of
contract + 7 years

Disposition: Destroy 7 years after
termination of contract

ANNUAL BUDGET

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

CORRESPONDENCE: ROUTINE

Routine communication that deals with the administration and operation of the Board of Directors and the Society at large. This communication can be in the form of emails, notes, memoranda, or letters that have no historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Destroy after 3 years

CORRESPONDENCE: OFFICIAL

Communication that documents the planning, implementation and evaluation of major activities, decisions, functions, projects, and programs of the Board. This communication has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

CORRESPONDENCE: TEAMWORK MESSAGES

Online communication within the Teamwork Projects interface. Routine communication may deal with general administration and operation of the Board, which has no historical, long-term value. Alternately, the communication may reflect the evolution and refinement of the official business of the Board, which has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years
Official: Permanent to Archives

DONATIONS

Receipts and letters of acknowledgement related to funds, goods, and services donated to the Society.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

ELECTION BALLOTS

Retain at HQ: Current FY

Disposition: Destroy after certification of election

ELECTION RESULTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ETHICS RULINGS

Documentation related to Society-level ethics violations where an sanction was taken by the Ethics Committee.

Retain at HQ: Permanent copies with restricted access **Disposition:** Permanent to Archives with restricted access (not to be made public without approval by the Board of Directors or required by law)

ETHICS COMPLAINTS

Documentation related to Society-level ethics violations where no action was taken by the Ethics Committee.

Retain at HQ: **Confidential** Current FY + 3 **Disposition:** Destroy after 4 years

EVENTS: ARRANGEMENTS

Sales contracts, agreements, room lists, registration forms, etc. created in the administration of a SWE-hosted event.

Retain at HQ: Termination of event + 7 years

Disposition: Destroy after 7 years

EVENTS: PROCEEDINGS, PROGRAMS, AND REPORTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

INVOICES AND DISBURSEMENTS

Expense reports, bills, invoices, receipts, and related records.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

KPI DASHBOARD

Final versions of annual KPI dashboard and relevant supporting data.

Retain at HQ: Current FY + 3

Disposition: Permanent to Archives

MEETINGS: AGENDAS AND MINUTES

Approved agendas and minutes for all official meetings of the Board, including in-person meetings and teleconferences.

Retain at HQ: Permanent copies

Disposition: Permanent to Archives

MEETINGS: MOTIONS

Proposals formally submitted to the Board for discussion, debate, and voting.

Retain at HQ: *Approved motions:*

Permanently

*Failed motions of
consequence:*

Permanently

*Failed motions of no
consequence:*

Current FY + 2

Disposition: *Approved motions:*

Permanent to Archives

*Failed motions of
consequence:* Permanent to
Archives

*Failed motions of no
consequence:* Destroy or
delete after 3 years

MEETINGS: ADMINISTRATION AND PLANNING

Administration and planning documents for all official meetings of the Board, including travel arrangements, lists of attendees, etc. Meeting planning documents do not have historical, long-term value.

Retain at HQ: Current FY + 4

Disposition: Destroy after 5 years

MEMBER PUBLICITY

Articles, audiovisual materials, and related documentation.

Retain at HQ: Current FY

Disposition: Permanent to Archives

MEMORANDA OF UNDERSTANDING

Retain at HQ: Until superseded or expired

Disposition: Permanent to Archives

PRESS RELEASES

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PROGRAMMING: ARRANGEMENTS

Records created in the planning and administration and operation of SWE programs.

Retain at HQ: Current FY + 2; or termination of program + 2

Disposition: Destroy after 3 years

PROGRAMMING: PROCEEDINGS, PUBLICATIONS, REPORTS

Records documenting the proceedings or outcome of SWE programs.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

POLICIES AND PROCEDURES STATEMENTS OR MANUALS

Official manuals or statements used as guidelines for conducting the business of the Board or Society.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

PUBLICATIONS (PRODUCED BY SWE)

Includes SWE Magazine, books, reports, studies, promotional and marketing materials, and websites.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

RECORD OF POLICY AND INTERPRETATION

Current or historical record of the Society's policies, as determined by the Senate, and the Board's interpretation of those policies.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

RECORDED PEOPLE OR EVENTS

Audio or video recordings, or still photography documenting Board meetings, programs, or events.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

REFERENCE FILES

Publications, reports, studies, and other materials produced by non-SWE persons or organizations that are used to inform the policies and decision-making of the Board. Generally, reference files typically do not have historical, long-term value. However retention and disposition exceptions can be made when the files are consequential to understanding Board actions and decisions.

Retain at HQ: Current FY + 2

Disposition: *General:* Destroy after 3 years

Consequential: Permanent to Archives

REPORTS

Periodic, annual, or special reports created by the Board collectively or individual Directors to document the activities or decisions of the Board.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ROSTERS

Lists or rosters of members of the Board, Senate, committees, or other departments or functions within the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PRESENTATIONS OR SPEECHES

Final versions of presentations or speeches on official Board business, delivered by Board members to the Board, the Society, or outside entities.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

STRATEGIC PLANS

Retain at HQ: Current FY + 2, or
until superseded

Disposition: Permanent to Archives

STUDIES AND SURVEYS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

TAX DOCUMENTS

IRS 990 form and other records related to annual filings.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years



BOARD OF TRUSTEES

Retention and Disposition Schedule

General Notes:

Prepared: 2018-07-31

Revisions:

ACCOUNTS PAYABLE AND RECEIVABLE LEDGERS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

AGREEMENTS AND CONTRACTS

Includes leases, mortgages, vendor contracts, etc.

Retain at HQ: Termination of
contract + 7 years

Disposition: Destroy 7 years after
termination of contract

ANNUAL BUDGET

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

BANK STATEMENTS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

CASH BOOKS

Retain at HQ: Retain permanently

Disposition: NA

CHARTS OF ACCOUNTS

Retain at HQ: Retain permanently

Disposition: NA

CORRESPONDENCE: ROUTINE

Routine communication that deals with the administration and operation of the Board. This communication can be in the form of emails, notes, memorandums, or letters that have no historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Destroy after 3 years

CORRESPONDENCE: OFFICIAL

Communication that documents the planning, implementation and evaluation of major activities, decisions, functions, and projects of the Board. This communication has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

CORRESPONDENCE: TEAMWORK MESSAGES

Online communication within the Teamwork Projects interface. Communication may deal with general administration and operation of the Board, which has no historical, long-term value. Alternately, the communication may reflect the evolution and refinement of the official business of the Board, which has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years
Official: Permanent to Archives

DEEDS, MORTGAGES, AND GIFTS OF SALE

Retain at HQ: Retain permanently

Disposition: NA

DONATIONS

Receipts and letters of acknowledgement related to funds, goods, and services donated to the Society.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

FINANCIAL STATEMENTS (YEAR-END)

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

GENERAL ACCOUNTING AND LEDGERS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

INVOICES AND DISBURSEMENTS

Expense reports, bills, invoices, receipts, and related records.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

MEETINGS: AGENDAS AND MINUTES

Approved agendas and minutes for all official meetings of the Board, including in-person meetings and teleconferences.

Retain at HQ: Retain copies in office permanently.

Disposition: Permanent to Archives

MEETINGS: MOTIONS

Proposals formally submitted to the Board for discussion, debate, and voting. Approved motions have historical, long-term value. Failed motions may or may not have historical, long-term value and consequence, depending on the content of the motion, ensuing discussion, reasons for failure, and whether the motion's failure is indicative of a larger trend or significance within the Society's history.

Retain at HQ: *Approved motions:*

Permanently

Failed motions of consequence:

Permanently

Failed motions of no consequence:

Current FY + 2

Disposition: *Approved motions:*

Permanent to Archives

Failed motions of consequence: Permanent to Archives

Failed motions of no consequence: Destroy after 3 years

MEETINGS: ARRANGEMENTS AND PLANNING

Administration and planning documents for all official meetings of the Board, including travel arrangements, lists of attendees, etc. Meeting planning documents do not have historical, long-term value.

Retain at HQ: Current FY + 4

Disposition: Destroy after 5 years

MEMBER PUBLICITY

Articles, audiovisual materials, and related documentation.

Retain at HQ: Current FY

Disposition: Permanent to Archives

MEMORANDA OF UNDERSTANDING

Retain at HQ: Until superseded or expired

Disposition: Permanent to Archives

PRESS RELEASES

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

POLICIES AND PROCEDURES STATEMENTS OR MANUALS

Official manuals or statements used as guidelines for conducting the business of the Board.

Retain at HQ: Until superseded

Disposition: Permanent to archives

PUBLICATIONS (PRODUCED BY SWE)

Includes SWE Magazine, books, reports, studies, promotional and marketing materials, and websites.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

RECORD OF POLICY AND INTERPRETATION

Current or historical record of the Society's policies, as determined by the Senate, and the Board's interpretation of those policies.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

RECORDED PERSONS OR EVENTS

Audio or video recordings, or still photography documenting Board meetings, programs, or events.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

REFERENCE FILES

Publications, reports, studies, and other materials produced by non-SWE persons or organizations that are used to inform the policies and decision-making of the Board. Generally, routine reference files typically do not have historical, long-term value. However retention and disposition exceptions can be made when the files are consequential to understanding Board actions and decisions.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years

Consequential: Permanent to Archives

REPORTS

Periodic, annual, or special reports created by the Board collectively or individual Directors to document the activities or decisions of the Board.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ROSTERS

Lists or rosters of members of the Board of Directors, Senate, Board of Trustees, committees, or other departments or functions within the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PRESENTATIONS OR SPEECHES

Final versions of presentations or speeches on official Board business, delivered by Board members to the Board, the Society, or outside entities.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

SCHOLARSHIP APPLICATIONS AND STUDENT TRANSCRIPTS

Applications, supporting documentation, and student transcripts acquired in evaluation and distribution of SWE scholarships.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

STOCK AND BOND RECORDS

Ledgers, transfer registers, records of interest, etc.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

STRATEGIC PLANS

Retain at HQ: Current FY + 2, or

Disposition: Permanent to Archives

STUDIES AND SURVEYS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

TAX DETERMINATION / NON-PROFIT STATUS

Documentation related to IRS tax-exempt determination.

Retain at HQ: Permanent (copies)

Disposition: Permanent to Archives

TAX DOCUMENTS

IRS 990 form and other records related to annual filings.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years



SENATE

Retention and Disposition Schedule

General Notes:

Prepared: 2018-07-31

Revisions:

AGREEMENTS AND CONTRACTS

Includes leases, mortgages, vendor contracts, etc.

Retain at HQ: Termination of
contract + 7 years

Disposition: Destroy 8 years after
termination of contract

ANNUAL BUDGET

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

BYLAWS

Retain at HQ: Until superseded

Disposition: Permanent to Archives

CORRESPONDENCE: ROUTINE

Routine communication that deals with the administration and operation of the Senate and the Society at large. This communication can be in the form of emails, notes, memoranda, or letters that have no historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Destroy after 3 years

CORRESPONDENCE: OFFICIAL

Communication that documents the planning, implementation and evaluation of major activities, decisions, functions, projects, and programs of the Senate. This communication has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

CORRESPONDENCE: TEAMWORK MESSAGES

Online communication within the Teamwork Projects interface. Communication may deal with general administration and operation of the Senate, which has no historical, long-term value. Alternately, the communication may reflect the evolution and refinement of the official business of the Senate, which has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years
Official: Permanent to Archives

DONATIONS

Receipts and letters of acknowledgement related to funds, goods, and services donated to the Society.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

ELECTION RESULTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

EVENTS: ARRANGEMENTS

Sales contracts, agreements, room lists, registration forms, etc. created in the

Retain at HQ: Termination of event + 7 years

Disposition: Destroy after 7 years

EVENTS: PROGRAMS AND PROCEEDINGS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

FINANCIAL STATEMENTS (YEAR-END)

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

INCORPORATION DOCUMENTATION

Articles of Incorporation and related documentation.

Retain at HQ: Permanent copies

Disposition: Permanent to Archives

INVOICES AND DISBURSEMENTS

Expense reports, bills, invoices, receipts, and related records.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

MEETINGS: AGENDAS AND MINUTES

Approved agendas and minutes for all official meetings of the Senate, including in-person meetings and teleconferences.

Retain at HQ: Permanent copies

Disposition: Permanent to Archives

MEETINGS: MOTIONS

Proposals formally submitted to the Senate for discussion, debate, and voting. Approved motions have historical, long-term value. Failed motions may or may not have historical, long-term value and consequence, depending on the content of the motion, ensuing discussion, reasons for failure, and whether the motion's failure is indicative of a larger trend or significance within the Society's history.

Retain at HQ: *Approved motions:*

Permanently

Failed motions of

consequence:

Permanently

Failed motions of no

consequence:

Current FY + 2

Disposition: *Approved motions:*

Permanent to Archives

Failed motions of

consequence: Permanent to

Archives

Failed motions of no

consequence: Destroy after

3 years

MEETINGS: ARRANGEMENTS AND PLANNING

Administration and planning documents for all official meetings of the Senate, including travel arrangements, lists of attendees, etc. Meeting planning documents do not have historical, long-term value.

Retain at HQ: Current FY + 4

Disposition: Destroy after 5 years

MEMBER PUBLICITY

Articles, audiovisual materials, and related documentation.

Retain at HQ: Current FY

Disposition: Permanent to Archives

MEMORANDA OF UNDERSTANDING

Retain at HQ: Until superseded or expired

Disposition: Permanent to Archives

POLICIES AND PROCEDURES STATEMENTS OR MANUALS

Official manuals or statements used as guidelines for conducting the business of the Senate or Society.

Retain at HQ: Until superseded

Disposition: Permanent to archives

RECORD OF POLICY AND INTERPRETATION

Current or historical record of the Society's policies, as determined by the Senate, and the Board's interpretation of those policies.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

RECORDED PERSONS OR EVENTS

Audio or video recordings, or still photography documenting Senate meetings, programs, or events.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

REFERENCE FILES

Publications, reports, studies, and other materials produced by non-SWE persons or organizations that are used to inform the policies and decision-making of the Senate. Generally, routine reference files typically do not have historical, long-term value. However retention and disposition exceptions can be made when the files are consequential to understanding Senate actions and decisions.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years

Consequential: Permanent to Archives

REPORTS

Periodic, annual, or special reports created by the Senate or individual Senators to document the activities or decisions of the Senate.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ROSTERS

Lists or rosters of members of the Board of Directors, Board of Trustees, Senate, committees, or other departments or functions within the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PRESENTATIONS OR SPEECHES

Final versions of presentations or speeches on official Senate business, delivered by Senate members to the Senate, the Society, or outside entities.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

STRATEGIC PLANS

Retain at HQ: Current FY + 2, or until superseded

Disposition: Permanent to Archives

STUDIES AND SURVEYS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives



COMMITTEES

Retention and Disposition Schedule

General Notes:

Prepared: 2018-07-31

Revisions:
2023 – 12-13-2023

AGREEMENTS AND CONTRACTS

Includes leases, mortgages, vendor contracts, etc.

Retain at HQ: Termination of
contract + 7 years

Disposition: Destroy 7 years after
termination of contract

ANNUAL BUDGET

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

AWARDS AND RECOGNITION: SUCCESSFUL RECIPIENT NOMINATION PACKETS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

AWARDS AND RECOGNITION: UNSUCCESSFUL RECIPIENT NOMINATION PACKETS

The information in unsuccessful packets can also be useful for biographical files on members.

Retain at HQ: Current FY + 1

Disposition: Some packets may be of
use to Archives; otherwise,
destroy after 2 years.

CONFERENCES: ARRANGEMENTS

Sales contracts and agreements, room lists, attendees, and related records.

Retain at HQ: Conference FY + 7

Disposition: Destroy after 8 years

CONFERENCES: PROGRAMS AND PROCEEDINGS

Retain at HQ: Conference FY + 2 **Disposition:** Permanent to Archives

COPYRIGHT AND TRADEMARK REGISTRATIONS

Retain at HQ: **Disposition:** Permanent to Archives

CORRESPONDENCE: ROUTINE

Routine communication that deals with the administration and operation of the committee and the Society at large. This communication can be in the form of emails, notes, memorandums, or letters that have no historical, long-term value.

Retain at HQ: Current FY + 2 **Disposition:** Destroy after 3 years

CORRESPONDENCE: OFFICIAL

Communication that documents the planning, implementation and evaluation of major activities, decisions, functions, projects, and programs of the committee. This communication has historical, long-term value.

Retain at HQ: Current FY + 2 **Disposition:** Permanent to Archives

CORRESPONDENCE: TEAMWORK MESSAGES

Online communication within the Teamwork Projects interface. Communication may deal with routine administration and operation of the committee, which has no historical, long-term value. Alternately, the communication may reflect the evolution and refinement of the official business of the committee, which have historical, long-term value.

Retain at HQ: Current FY + 2 **Disposition:** *Routine:* Destroy after 3 years
Official: Permanent to Archives

DONATIONS

Receipts and letters of acknowledgement related to funds, goods, and services donated to the Society.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

ELECTION BALLOTS

Retain at HQ: Current FY

Disposition: Destroy after certification of election

ELECTION RESULTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ELECTION RESULTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ETHICS RULINGS

Documentation related to Society-level ethics violations where an sanction was taken by the Ethics Committee.

Retain at HQ: Permanent copies with restricted access **Disposition:** Permanent to Archives with restricted access (not to be made public without approval by the Board of Directors or required by law)

ETHICS COMPLAINTS

Documentation related to Society-level ethics violations where no action was taken by the Ethics Committee.

Retain at HQ: **Confidential** Current FY + 3 **Disposition:** Destroy after 4 years

EVENTS: ARRANGEMENTS

Sales contracts, agreements, room lists, registration forms, etc. created in the administration of a SWE-hosted event.

Retain at HQ: Termination of event + 7 years

Disposition: Destroy after 7 years

EVENTS: PROGRAMS AND PROCEEDINGS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

GENERAL ACCOUNTING AND LEDGERS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

INVOICES AND DISBURSEMENTS

Expense reports, bills, invoices, receipts, and related records.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

MEETINGS: AGENDAS AND MINUTES

Approved agendas and minutes for all official meetings of the committee, including in-person meetings and teleconferences.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

MEETINGS: MOTIONS

Proposals formally submitted to the committee for discussion, debate, and voting. Approved motions have historical, long-term value. Failed motions may or may not have historical, long-term value and consequence, depending on the content of the motion, ensuing discussion, reasons for failure, and whether the motion's failure is indicative of a larger trend or significance within the Society's history.

Retain at HQ: *Approved motions:*

Permanently

Failed motions of

consequence:

Permanently

Failed motions of no

consequence:

Current FY + 2

Disposition: *Approved motions:*

Permanent to Archives

Failed motions of

consequence: Permanent to Archives

Failed motions of no

consequence: Destroy after

3 years

MEETINGS: ADMINISTRATION AND PLANNING

Administration and planning documents for all official meetings of the committee, including travel arrangements, lists of attendees, etc. Meeting planning documents do not have historical, long-term value.

Retain at HQ: Current FY + 4

Disposition: Destroy after 5 years

MEMBER PUBLICITY

Articles, audiovisual materials, and related documentation.

Retain at HQ: Current FY

Disposition: Permanent to Archives

PRESS RELEASES

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PROGRAMMING: ARRANGEMENTS

Records created in the planning and administration and operation of SWE programs.

Retain at HQ: Current FY + 2; or
termination of
program + 2

Disposition: Destroy after 3 years

PROGRAMMING: PROCEEDINGS, PUBLICATIONS, REPORTS

Records documenting the proceedings or outcome of SWE programs.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

POLICIES AND PROCEDURES STATEMENTS OR MANUALS

Official manuals or statements used as guidelines for conducting the business of the committee or Society.

Retain at HQ: Until superseded

Disposition: Permanent to archives

PUBLICATIONS (PRODUCED BY SWE)

Includes SWE Magazine, books, reports, studies, promotional and marketing materials, and websites.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

RECORDED PERSONS OR EVENTS

Audio or video recordings, or still photography documenting committee meetings, programs, or events.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

REFERENCE FILES

Publications, reports, studies, and other materials produced by non-SWE persons or organizations that are used to inform the policies and decision-making, and actions of the committee. Generally, routine reference files typically do not have historical, long-term value. However retention and disposition exceptions can be made when the files are consequential to understanding committee actions and decisions.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years
Consequential: Permanent to Archives

REPORTS

Periodic, annual, or special reports created by the committee or individual committee members to document the activities or decisions of the committee.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ROSTERS

Lists or rosters of members of the Board, Senate, committees, or other departments or functions within the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PRESENTATIONS OR SPEECHES

Final versions of presentations or speeches on official committee business, delivered by committee members to the committee, the Society, or outside entities.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

SCHOLARSHIP APPLICATIONS AND STUDENT TRANSCRIPTS

Applications, supporting documentation, and student transcripts acquired in evaluation and distribution of SWE scholarships.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

STRATEGIC PLANS

Retain at HQ: Current FY + 2, or
until superseded

Disposition: Permanent to Archives

STUDIES AND SURVEYS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

TAX DOCUMENTS

IRS 990 form and other records related to annual filings.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years



GENERAL GUIDANCE

Retention and Disposition Schedule

General Notes:

Prepared: 2018-07-31

Revisions:

ACCOUNTS PAYABLE AND RECEIVABLE LEDGERS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

AGREEMENTS AND CONTRACTS

Includes leases, mortgages, vendor contracts, etc.

Retain at HQ: Termination of
contract + 7 years

Disposition: Destroy 7 years after
termination of contract

ANNUAL BUDGET

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

AWARDS AND RECOGNITION: SUCCESSFUL RECIPIENT NOMINATION PACKETS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

AWARDS AND RECOGNITION: UNSUCCESSFUL RECIPIENT NOMINATION PACKETS

The information in unsuccessful packets can also be useful for biographical files

Retain at HQ: Current FY + 1

Disposition: Some packets may be of
use to Archives; otherwise,
destroy after 2 years.

BANK STATEMENTS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

BRAND IDENTITY

Includes logo, artwork, and usage manual.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

BYLAWS

Retain at HQ: Until superseded

Disposition: Permanent to Archives

CASH BOOKS

Retain at HQ: Retain permanently

Disposition: NA

CHARTS OF ACCOUNTS

Retain at HQ: Retain permanently

Disposition: NA

CONFERENCES: ARRANGEMENTS

Sales contracts and agreements, room lists, attendees, and related records.

Retain at HQ: Conference FY + 7

Disposition: Destroy after 8 years

CONFERENCES: PROGRAMS AND PROCEEDINGS

Retain at HQ: Conference FY + 2

Disposition: Permanent to Archives

COPYRIGHT AND TRADEMARK REGISTRATIONS

Retain at HQ:

Disposition: Permanent to Archives

CORRESPONDENCE: ROUTINE

Routine communication that deals with the administration and operation of the Society. This communication can be in the form of emails, notes, memorandums, or letters that have no historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Destroy after 3 years

CORRESPONDENCE: OFFICIAL

Communication that documents the planning, implementation and evaluation of major activities, decisions, functions, projects, and programs of the Society. This communication has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

CORRESPONDENCE: TEAMWORK MESSAGES

Online communication within the Teamwork Projects interface. Communication may deal with general administration and operation of the Society, which has no historical, long-term value. Alternately, the communication may reflect the evolution and refinement of the official business of the Society, which has historical, long-term value.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years
Official: Permanent to Archives

DEEDS, MORTGAGES, AND GIFTS OF SALE

Retain at HQ: Retain permanently

Disposition: NA

DONATIONS

Receipts and letters of acknowledgement related to funds, goods, and services

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

ELECTION BALLOTS

Retain at HQ: Current FY

Disposition: Destroy after certification of election

ELECTION RESULTS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

EVENTS: ARRANGEMENTS

Sales contracts, agreements, room lists, registration forms, etc. created in the

Retain at HQ: Termination of
event + 7 years

Disposition: Destroy after 7 years

EVENTS: PROGRAMS AND PROCEEDINGS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

FINANCIAL STATEMENTS (YEAR-END)

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

GENERAL ACCOUNTING AND LEDGERS

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

INCORPORATION DOCUMENTATION

Articles of Incorporation and related documentation.

Retain at HQ: Permanent copies

Disposition: Permanent to Archives

INSURANCE POLICIES (EXPIRED)

Retain at HQ: Current FY + 3

Disposition: Destroy after 4 years

INSURANCE RECORDS

Accident reports, claims, policies related to reports and claims, etc. are not

Retain at HQ: Retain permanently

Disposition:

INVOICES AND DISBURSEMENTS

Expense reports, bills, invoices, receipts, and related records.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

MEETINGS: AGENDAS AND MINUTES

Approved agendas and minutes for all official meetings of the Society, including in-person meetings and teleconferences.

Retain at HQ: Retain copies in office permanently. **Disposition:** Permanent to Archives

MEETINGS: MOTIONS

Proposals formally submitted to the Society for discussion, debate, and voting. Approved motions have historical, long-term value. Failed motions may or may not have historical, long-term value and consequence, depending on the content of the motion, ensuing discussion, reasons for failure, and whether the motion's failure is indicative of a larger trend or significance within the Society's history.

Retain at HQ: <i>Approved motions:</i> Permanently <i>Failed motions of consequence:</i> Permanently <i>Failed motions of no consequence:</i> Current FY + 2	Disposition: <i>Approved motions:</i> Permanent to Archives <i>Failed motions of consequence:</i> Permanent to Archives <i>Failed motions of no consequence:</i> Destroy after 3 years
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MEETINGS: ADMINISTRATION AND PLANNING

Administration and planning documents for all official meetings of the Society, including travel arrangements, lists of attendees, etc. Meeting planning documents do not have historical, long-term value.

Retain at HQ: Current FY + 4 **Disposition:** Destroy after 5 years

MEMBER PUBLICITY

Articles, audiovisual materials, and related documentation.

Retain at HQ: Current FY **Disposition:** Permanent to Archives

MEMBERSHIP DATABASE

Retain at HQ: Until superseded

Disposition: Permanent to Archives

MEMBERSHIP QUARTELY REPORTS

Retain at HQ: Until superseded

Disposition: Permanent to Archives

MEMORANDA OF UNDERSTANDING

Retain at HQ: Until superseded or expired

Disposition: Permanent to Archives

PERSONNEL FILES

Retain at HQ: Termination + 7 years

Disposition: Destroy 7 years after termination

PRESS RELEASES

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PROGRAMMING: ARRANGEMENTS

Records created in the planning and administration and operation of SWE

Retain at HQ: Current FY + 2; or termination of program + 2

Disposition: Destroy after 3 years

PROGRAMMING: PROCEEDINGS, PUBLICATIONS, REPORTS

Records documenting the proceedings or outcome of SWE programs.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

POLICIES AND PROCEDURES STATEMENTS OR MANUALS

Official manuals or statements used as guidelines for conducting the business of the Society.

Retain at HQ: Until superseded

Disposition: Permanent to archives

PUBLICATIONS (PRODUCED BY SWE)

Includes SWE Magazine, books, reports, studies, promotional and marketing

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

RECORD OF POLICY AND INTERPRETATION

Current or historical record of the Society's policies, as determined by the Senate, and the Board's interpretation of those policies.

Retain at HQ: Until superseded

Disposition: Permanent to Archives

RECORDED PERFORMANCES OR EVENTS

Audio or video recordings, or still photography documenting Society meetings,

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

REFERENCE FILES

Publications, reports, studies, and other materials produced by non-SWE persons or organizations that are used to inform the policies and decision-making of the Society. Generally, routine reference files typically do not have historical, long-term value. However retention and disposition exceptions can be made when the files are consequential to understanding Society actions and decisions.

Retain at HQ: Current FY + 2

Disposition: *Routine:* Destroy after 3 years

Consequential: Permanent to Archives

REPORTS

Periodic, annual, or special reports created by the Society collectively or individual Directors to document the activities or decisions of the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

ROSTERS

Lists or rosters of members of the Board of Directors, Board of Trustees, Senate, committees, or other departments or functions within the Society.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

PRESENTATIONS OR SPEECHES

Final versions of presentations or speeches on official Society business, delivered by staff or members to the Society or outside entities.

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

SCHOLARSHIP APPLICATIONS AND STUDENT TRANSCRIPTS

Applications, supporting documentation, and student transcripts acquired in

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

STOCK AND BOND RECORDS

Ledgers, transfer registers, records of interest, etc.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years

STRATEGIC PLANS

Retain at HQ: Current FY + 2, or
until superseded

Disposition: Permanent to Archives

STUDIES AND SURVEYS

Retain at HQ: Current FY + 2

Disposition: Permanent to Archives

TAX DETERMINATION / NON-PROFIT STATUS

Documentation related to IRS tax-exempt determination.

Retain at HQ: Permanent (copies)

Disposition: Permanent to Archives

TAX DOCUMENTS

IRS 990 form and other records related to annual filings.

Retain at HQ: Current FY + 7

Disposition: Destroy after 8 years