



Vermont State Amateur Hockey Association

www.vermonthockey.org

RECORD RETENTION POLICY

It is the intent of VSAHA to adhere to all applicable federal and state laws in the management and retention of all relevant legal, financial, or corporate documents of this organization. In the event there is an inconsistency between the policy prescribed herein and those in federal or state law, the law shall control.

VSAHA will permanently retain the following documents:

- Articles of Incorporation
- Determination Letter from the IRS
- Insurance policies
- Corporate resolutions
- Minutes of board meetings

VSAHA will use applicable federal /state regulations in the storage, management and archiving of the following documents:

- Bank Statements
- Federal Tax filings
- Financial books/Payment and Income records
- Checks
- Donation records
- Contracts and leases