



ADM-104: Document Retention –15 April 2021

Purpose & Scope

This policy defines the requirements for retention of INCOSE business records and documents.

This policy applies to the INCOSE central administrative office. Local administrative offices outside the United States of America shall retain business records and documents as required by local rules and regulations.

Authority & Responsibility

The Board of Directors of INCOSE shall take the necessary action to comply with the requirements defined in this policy. They shall also ensure that the INCOSE central administrative office complies with this policy.

Requirements – Document Retention:

The intent of this policy is to provide for retention of business records and documents to comply with the Sarbanes-Oxley Act* (applicable to INCOSE due to its incorporation within the state of California, USA) and to permit orderly operation of the business of INCOSE during transitions of INCOSE officers, employees, contractors, and consultants. The table below lists the minimum requirements for INCOSE document retention. Offsite archival may be satisfied by keeping records on an offsite server with back-up services or contracting with a vendor for archival services.

Table of Minimum Requirements for Document Retention

Type of Document	How long to Save	Number of Copies to Save**	What must stay in the office	Is a digital copy required to be archived offsite?
Accounting Database	Permanently	1	All	Yes
Applications for certification and disposition	As defined in CIO-101	1	All	Yes
Articles of Incorporation, Bylaws, Charter, and Policies	Permanently	1	All	Yes
Audit Reports	Permanently	1	All	Yes
Ballots	1 year	All	All	No
Bank Reconciliations and Statements	3 years	1	Previous Year	Yes
Certification procedures and manuals	Permanently	1	Current and Previous Year	Yes



Type of Document	How long to Save	Number of Copies to Save**	What must stay in the office	Is a digital copy required to be archived offsite?
Checks	Permanently	1	Previous Year	No
Contracts	7 years from date of expiry	1	Previous 7 Years	Yes
Deposit Slips	3 years	1	Previous Year	No
Ethics and Grievance Complaints	Permanently	1	All	Yes
Event Proceedings (IS, HSI, GLRC, WSRC, etc.)	Permanently	1	All	Yes
INCOSE INSIGHT and eNote	Permanently	5	Current and Previous Year	Yes
Insurance Policies (active and expired)	3 years from end of insurance period	1	Current and Previous 2 Years	Yes
Invoices	7 years from date of payment	1	Previous Year	Yes
IS & IW Meeting Registrations (invoice)	As defined in CIO-101	1	Current Year	No
INCOSE Journal	Permanently	1	Current and Previous Year	No
Membership files, records, and database entries***	As defined in CIO-101	1	Current and Previous Year	Yes
Promotional materials; press releases	Permanently	2	Current and Previous Year	Yes
Tax Returns	7 years from end of tax year	1	All	Yes

* The Sarbanes-Oxley act is a [United States federal law](#) enacted on July 30, 2002, to protect investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws, and for other purposes.

** Master copies may be retained in physical (hard copy) or electronic (digital) format. Hard copies are retained in the office for one year and then removed to a local storage facility. Digital copies are retained in multiple locations including INCOSE Connect and the office server.

*** Membership records include those of individual members (regular, senior and student, Non-MOU and MOU chapters), associate members and Corporate Advisory Board organizations (including members of the Academic Council).



Related Policies

CIO-101

Related Procedures, Templates and Forms

None

SUPERSEDES: ADM-104 dated July 12, 2018

APPROVED BY: INCOSE Board of Directors, Virtual Q2, 15 April 2021

POLICY OWNER (RACI Responsible R): Chief of Staff /Operations Manager

MAINTAINED BY (RACI Accountable A): Secretary