

## CAPACRAO RECORD RETENTION – LIST OF DOCUMENTS

ITEM	ON THE WEB	EB MEMBER RETAINING HARD COPY DOCUMENT
ANNUAL COMMITTEE REPORTS	NO	PRESIDENT
ANNUAL TAX FORM	NO	TREASURER
ANNUAL TREASURER'S REPORT	YES	TREASURER
AWARDS	YES	VP OF RECORDS AND REGISTRATION
AUDITS	NO	TREASURER
BANKING STATEMENTS	NO	TREASURER
CAPACRAO POLICES	NO	PRESIDENT
CAPACRAO RESOLUTIONS	NO	VP OF RECORDS AND REGISTRATION
CHECK STUBS	NO	TREASURER
CONSTITUTION AND BYLAWS	YES	PRESIDENT
CONTRACTS SIGNED	NO	PRESIDENT
CORRESPONDENCE	NO	SECRETARY
CREDIT CARD RECEIPTS	NO	TREASURER
CREDIT CARD STATEMENTS	NO	TREASURER
EB MINUTES	YES	SECRETARY
EVENT EVALUATIONS	NO	PRESIDENT - ELECT
EXPENSE VOCHERS	NO	TREASURER
HONORARY MEMBERSHIP LIST	YES	VP OF MEMBERSHIP
IRS INFORMATION	NO	TREASURER
LEADERSHIP MANUAL	YES	PAST PRESIDENT
LIABILITY INSURANCE	NO	PRESIDENT
LIST OF COMMITTEE MEMBERS	YES	PRESIDENT
MEMBERSHIP DIRECTORY	YES	VP OF MEMBERSHIP
MONTHLY TREASURER'S REPORT	YES	TREASURER
PAST PRESIDENT'S LIST	YES	PAST-PRESIDENT
PICTURES		SECRETARY