

Grand Traverse County Republican Party Policy and Procedures for Document Retention

Policy:

Retaining important documents is vital for establishing transparency, preserving institutional memory, and ensuring legal compliance of financial matters. Document retention supports efficient decision-making, particularly when older records are needed to support rationale for future initiatives. The Grand Traverse County Republican Party (GTGOP) adheres to a schedule that identifies specific documents and times those documents will be stored. The Secretary is responsible for keeping and maintaining all relevant records.

Procedures:

I. Record Storage Practices

- a. All physical copies of records shall be digitally archived. Physical copies will be scanned and placed in specific digital formats, including portable document format (pdf), Microsoft Word, and Microsoft Excel.
- b. If necessary, the Treasurer may maintain important hardcopy records of certain financial transactions during the current calendar year.
- c. All digital records will be archived in 2 separate locations, one on-site with the Secretary and one off-site (such as the cloud), to ensure critical documents are preserved and accessible.
- d. Oversight of the document archive is the responsibility of the officer team.

II. Archive Accessibility

Access to records will be controlled by the officer team.

III. Records Retention Schedule

The Secretary, collaborating with the Treasurer, will follow the records retention schedule (Table 1). The retention period is considered as a minimum.

Table 1: Records Retention Schedule

Accounts Payable Ledgers & Schedules	7 years
Accounts Receivable Ledgers & Schedules	7 years
Bank Statements	3 years
Bylaws (Past & Present)	Permanently
Checks (Cancelled)	3 years
Contracts and Leases	Permanently
Conventions	Permanently
Correspondence (General)	3 years
Correspondence (Important Matters)	Permanently
County Delegate Lists	Permanently
Financial Statements	Permanently
Insurance Policies & Claims	3 years
Inventories of Furniture & Equipment	7 years
Inventory Scrap/Salvage Records	7 years
Meeting Minutes (Executive Committee)	Permanently
Membership Rosters	Permanently
Newsletters & Notices	7 years
Policies	Permanently
Purchase Orders	3 years
Secretary of State - Filed Reports	Permanently

Approved

Executive Committee
Grand Traverse County Republican Party

Chair: Larry Dalehouse Date: June 11, 2026