

CHAPTER 16
RECORDS RETENTION AND DISPOSAL SCHEDULE

KPR records shall be maintained in accordance with this “Records Retention and Disposal Schedule.” The Administrative Manager serves as the records retention and disposal officer of KPR and maintains central files for all documents as provided for in the schedule. KPR officials shall forward documents to the Administrative Manager for filing in accordance with the Schedule. Exceptions to these rules and terms for retention may be granted only by a two-thirds vote of the Board.

Items	Retention Period
Policies and Procedures Manual--An Electronic copy of each edition (see "Preface"), including this information contained in the Manual:	Permanently
KPR Articles of Incorporation	Permanently
KPR State Bylaws	Permanently
KPR State Rules	Permanently
KPR Waterfield Awards List	Permanently
KPR Policies and Procedures	Permanently
Minutes of State KPR Executive Committee, Board, Annual, and Special Meetings	Permanently
Financial Records	
KPR State Annual Budgets	Permanently
KPR State Quarterly Treasurer's Reports	Permanently
KPR Chapter Audit Report	Permanently
KPR State Treasurer's Annual Financial Summary	Permanently
KPR State Audit/Review Reports-Internal and External	Permanently
Form 1099-copies	Permanently
Form 1096-copies	Permanently
Form 990-EZ-copies	Permanently
Annual Reports to Office of Secretary of State-copies	Permanently
KPR Newsletters	Permanently
Code of Ethics Signed Forms	Until end of Term
Chapter Charters Current-copies	Permanently
Chapter Charters Surrendered-originals	Permanently
Chapter Charters Revoked-originals	Permanently
Contracts	5 Years after end
KPR State Election Ballots	90 days after Election
KPR State Election Report	90 days after Election