



RECORD RETENTION POLICY

To comply with legal requirements and standard business practice, the Jacksonville Sports Medicine Program (JSMP), operates under the policy to dispose of and store business documents according to the schedule below.

Documents to be Retained for the Life of the Organization:

1. Tax Returns
2. Financial Statements (audited)
3. General Ledgers
4. Income Tax Filings and Payment Records
5. Fixed Asset Records
6. Legal Files and Documents Relating to Organization
7. Minutes of Executive Council Meetings
8. Minutes of JSMP Membership Meetings

Documents to be Retained for five (5) Years:

1. All Planning, content, Speaker, Attendee, Assessment and Evaluation Records of the JSMP Annual Clinical Symposium & Educational Lecture Series.

Documents to be Retained for Seven (7) Years:

After three (3) years these should be stored offsite, with the destruction date listed on the container.

1. Cancelled Checks and Bank Statements
2. Bank Reconciliations
3. Vendor Invoices
4. Monthly un-audited Financial Statements

Documents to be Retained for Three (3) Years:

1. Deposit Records
2. Insurance Records/Policies (after termination of policy)

