

The Ninety-Nines, Inc.

Chapter and Section Records Retention

Item	Keep ?	Duration	IRS or for Corporation
Monthly Checking Statements	Yes	5 years	IRS
Investment (CDs, Stocks, etc.) records	Yes	5 years after disposition	IRS/Corporation
Financial Auditor Report	Yes	Permanent	IRS/Corporation
Periodic Treasurer Reports (monthly, bi-annual, etc.)	Yes	3 years	IRS
Annual Financial Reports	Yes	Permanent	IRS/Corporation
Chapter/Section Business Meeting Minutes	Yes	Permanent	IRS/Corporation
Chapter/Section Incorporation Document	Yes	Permanent	IRS/Corporation
Form 990	Yes	Permanent	IRS
Chapter Charter	Yes	Permanent	Corporation