



## NRHS Records Retention General Guidelines

The NRHS Board of Directors approved this policy at their meeting on January 13, 2013. This policy was edited on 9/4/2022 to meet current board composition. Direct any comments to [escott@nrhs.com](mailto:escott@nrhs.com).

NRHS Officers and Staff will retain society records as long as legally required, or in the absence of any legal requirements, only as long as needed to conduct the business of the society.

When records are no longer needed, NRHS Officers and Staff will forward hard copy files to National Railway Historical Society, Inc., Unit 2003, Public Storage, 8401 Contee Road, Laurel, MD 20708. If the records are electronic, NRHS Officers and Staff will forward such records and files electronically to: [info@nrhs.com](mailto:info@nrhs.com).

### NRHS Records Disposition Time Frames

<b>Business Records</b>		
<b>Type of Document</b>	<b>Retention Period</b>	<b>Disposal Method</b>
Accounts receivable ledgers and schedules	Seven (7) Years	Shred
Audit Reports	Permanently	
Bank reconciliations	Seven (7) Years	Shred
Capital stock and bond records: ledgers transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently	
Cash books	Permanently	
Charts of accounts	Permanently	
Checks (canceled – see exception below)	Seven (7) Years	Shred
Checks (canceled – for important payments, i.e. taxes, purchases of property, capital equipment, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction)	Permanently	
Contracts, mortgages, notes and leases – Still in Effect	Permanently	
Contracts, mortgages, notes and leases – Expired	Permanently	
Correspondence (general)	Three (3) Years	Shred
Correspondence (legal and important matters only)	Seven (7) Years	Shred
Correspondence (routine) with members and/or vendors	Permanently	
Credit Card Statements	Seven (7) Years	Shred

Deeds, mortgages, and bills of sale	Permanently	
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Depreciation schedules	Permanently	
Duplicate deposit slips	Three (3) Years	Shred
Expense analyses/expense distribution schedules	Seven (7) Years	Shred
Financial statements (year-end, other optional)	Permanently	
General ledgers, year-end trial balance	Permanently	
Insurance policies (expired)	Contact NRHS General Counsel for instructions on specific files at <a href="mailto:gc@nrhs.com">gc@nrhs.com</a>	Contact NRHS General Counsel for instructions on specific files at <a href="mailto:gc@nrhs.com">gc@nrhs.com</a>
Insurance records, current accident reports, claims policies, audit reports, etc.	Permanently	
Internal audit reports (longer retention periods may be desirable)	Three (3) Years (Minimum)	Shred
Inventories of products, materials, and supplies	Seven (7) Years	Shred
Investment records and Brokerage statements	Seven (7) Years	Shred
Invoices (to customers, from vendors)	Seven (7) Years	Shred
Journals	Permanently	
Loan Documents and notes	Permanently	
Minutes of Board of Directors' Meetings, Bylaws, and Articles of Incorporation	Permanently	
Minutes of Committee Meetings	Seven (7) Years	Shred
Notes receivable ledgers and schedules.	Seven (7) Years	Shred/Disposal
NRHS Policy Documents	Permanently	
Officers', Directors', Staff Confidentiality, Conflict of Interest, Volunteer Reporting Agreements	Seven (7) Years	Shred
Option records (expired)	Seven (7) Years	Shred/Disposal
Petty cash vouchers	Three (3) Years	Disposal
Property appraisals by outside appraisers	Permanently	
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Permanently	
Purchase orders	One (1) Year	Shred
Requisitions	One (1) Year	Shred
Sales records	Seven (7) Years	Shred

Scrap and salvage records (inventories, sales, etc.)	Seven (7) Years	Shred/Disposal
Stock and bond certificates (canceled)	Seven (7) Years	Shred/Disposal
Subsidiary ledgers	Seven (7) Years	Shred/Disposal

Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of income tax liability	Permanently	
Trademark registrations and copyrights	Permanently	
Training manuals	Permanently	
Voucher register and schedules	Seven (7) Years	Shred/Disposal
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, staff, etc., for travel and Per Diem Expenses)	Seven (7) Years	Shred/Disposal

<b>Employer Records</b>		
Attendance Records	Four (4) Years	Shred
COBRA Records (Applicable)	Six (6) Years	Shred
Employee Medical Records and Analyses (as Required by OSHA)	Thirty (30) Years after Termination of Employment	Shred/Disposal
Employment Applications	Three (3) Years	Shred
Employment Tax Returns	Four (4) Years	Shred
Form I-9	Three (3) Years from Start Date or One (1) Year after Termination	Shred/Disposal
Garnishments	Seven (7) Years	Shred
Labor Contracts and Union Agreements	Permanently	
Medical and Exposure Records Relating to Toxic Substances	Forty (40) Years	Shred/Disposal
MSDS Material Safety Data Sheets (or some identification of substance{s} used or found)	30 years after terminated use	Shred/Disposal
OSHA Logs	Six (6) Years	Shred/Disposal
OSHA Training Documentation	Three (3) Years	Shred/Disposal
Payroll Records and Summaries	Six (6) Years (Minimum)	Shred/Disposal

Personnel Files (Terminated)	Six (6) Years	Shred
Retirement and Pension Records	Permanently	

Time Books/Cards	Seven (7) Years	Shred
<b>Individual Records</b>		
Accident Reports/Claims (Settled Cases)	Seven (7) Years	Shred
Bank Statements	Seven (7) Years	Shred
Checks (Cancelled – See Exception Below)	Seven (7) Years	Shred
Checks (canceled – for important payments, i.e. taxes, purchases of property, capital equipment, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction)	Permanently	
Contracts, mortgages, notes and leases – Still in Effect	Permanently	
Contracts, mortgages, notes and leases – Expired	Permanently	
Correspondence (legal and important matters only)	Seven (7) Years	Shred
Deeds, Mortgages and Bills of sale	Permanently	
Insurance Policies (Expired)	Seven (7) Years	Shred
Insurance Records, Current Accident Reports, Claims Policies, Audit Reports, etc.	Permanently	
Investment Records and Brokerage Statements	Seven (7) Years	Shred
Loan Documents and Notes	Permanently	
Property Appraisals by Outside Appraisers	Permanently	
Stock and Bond Certificates (Canceled)	Seven (7) Years	Shred
Tax Returns and Worksheets, Revenue Agents' Reports, and Other Documents Relating to Determination of Income Tax Liability	Permanently	