Maryland Association of Secondary School Principals

Records Retention Policy

Purpose: The purpose of this policy is to establish a system for retaining valuable, historical, and/or legally required MASSP documents, while at the same time providing for the routine destruction of outdated and superfluous documents.

Documents that should be retained and the period of retention are listed below. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were created.

Records to Be Retained Permanently:

- Audit reports and related documents.
- Application for tax exempt statuses and supporting documents related to their approval.
- Articles of Incorporation, Constitution, By-Laws, and adopted amendments to those documents.
- Adopted budgets and approved amendments to those budgets.
- Contractual agreements and documents.
- Correspondence – legal and important matters.
- Year-end financial reports prepared by the Executive Director and Treasurer of MASSP.
- Minutes of meetings of the MASSP Executive Board of Directors and relevant supporting documents.
- Tax returns, worksheets, and supporting documents related to the determination of tax liability.

Records to Be Retained for Seven Years, Unless Otherwise Indicated:

- Accounts receivable and payable ledgers.
- Bank statements – Five years.
- Copies of checks and supporting documents.
- Correspondence (General) – Three years.
- Correspondence (Financial) – correspondence relating to a contract or account shall be maintained with that file.
- Scholarship applications, scoring, awards, and correspondence – Five years.

All other organization correspondence, documents, and reports shall be maintained for a period of time that is determined by the Executive Director to be relevant to the integrity of MASSP’s business and history.