



# LEAGUE OF WOMEN VOTERS OF MAINE

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## **LWVME & LWVME EDUCATION FUND DOCUMENT RETENTION POLICY**

(Revised and Re-adopted 11/15/2014)

The League and the Education Fund retain key documents to ensure operational continuity and regulatory compliance. The following paper documents are retained in a location accessible to all officers of the League and the LWVME Education Fund for at least seven years:

- Minutes of the meetings of the League board and the Education Fund trustees.
- Treasurer's reports filed for the record by the League board and the Education Fund trustees.
- Annual audit reports and supporting documentation, including auditor's letter, bank statements, receipts, and invoices.
- IRS tax filings including forms 990, 1099, and 1096.
- Other correspondence and filings with any regulatory agency of the state or federal government.
- Workbooks and reports to the members from State Convention and State Council.
- Copies of the *Maine Voter* and the *Easy-to-Read Voter Guides*.

These physical records are updated by the Secretary and the Treasurer of the League and the Education Fund at the close of each fiscal year. After seven years, documents are added to the League archive at the Fogler Library, University of Maine.