

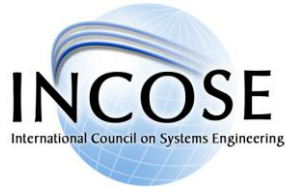


ADM-104: Document Retention – February 10, 2010

The intent of this policy is to provide for retention of business records and documents to comply with the Sarbanes-Oxley Act* (applicable to INCOSE due to its incorporation within the state of California, USA) and to permit orderly operation of the business of INCOSE during transitions of INCOSE officers, employees, contractors, and consultants. The table below lists the minimum requirements for INCOSE document retention. Offsite archival may be satisfied by keeping records on an offsite server with back-up services, or contracting with a vendor for archival services.

Table of Minimum Requirements for Document Retention

Type of Document	How long to Save	Number of Copies to Save	What must stay in the office	Is a digital copy required to be archived offsite?
Accounting Database	Permanently	1	All	Yes
Applications for certification and disposition	Permanently	1	All	Yes
Articles of Incorporation, Bylaws, Charter, and Policies	Permanently	1	All	Yes
Audit Reports	Permanently	1	All	Yes
Ballots	1 year	All	All	No
Bank Reconciliations and Statements	3 years	1	Previous Year	Yes
Certification procedures and manuals	Permanently	5	Current and Previous Year	Yes
Checks	Permanently	1	Previous Year	No
Contracts	7 years	1	Previous 7 Years	Yes
Deposit Slips	3 years	1	Previous Year	No
Ethics and Grievance Complaints	Permanently	1	All	Yes
Event Proceedings	Permanently	5	Current and Previous Year	Yes
INCOSE INSIGHT and eNote	Permanently	5	Current and Previous Year	Yes
Insurance Policies (active and expired)	3 years	1	Current and Previous 2 Years	Yes
Invoices	7 years	1	Previous Year	Yes
IS & IW Meeting Registrations (invoice)	7 years	1	Current Year	No
INCOSE Journal	Permanently	5	Current and Previous Year	No
Membership files, records, and database	Permanently	5	Current and Previous Year	Yes
Promotional materials; press releases	Permanently	5	Current and Previous Year	Yes
Tax Returns	Permanently	1	All	Yes



* The Sarbanes-Oxley act is a [United States federal law](#) enacted on July 30, 2002, to protect investors by improving the accuracy and reliability of corporate disclosures made pursuant to the securities laws, and for other purposes.

SUPERSEDES: October 14, 2009

APPROVED BY: INCOSE Board of Directors, Mesa, Arizona USA, February 10, 2010

MAINTAINED BY: Secretary