

<b>Minutes</b>	<b>permanent</b>
<b>Registers</b>	
<b>Annual reports</b>	
<b>Reports</b>	
<b>Bylaws/charters</b>	
<b>Incorporation records</b>	
<b>Annual budgets</b>	
<b>Annual audits</b>	
<b>Annual financial statements</b>	
<b>Subject correspondence</b>	
<b>Manuals/handbooks</b>	
<b>Newspapers/newsletters</b>	
<b>Brochures/promotional materials (1 copy)</b>	
<b>Photographs</b>	
<b>Scrapbooks</b>	
<b>Architectural drawings, plats, plans, blueprints</b>	
<b>Wills, bequests</b>	
<b>Legal/judicial cases</b>	
Loan agreements	satisfaction + 20 years
Property appraisals, records of sale	20 years after sale
Contracts	active + 3 years
Personnel records/employee records	employment + 7 years
FICA / W-2 records	7 years
Accounts payable invoices	3 years
Accounts payable	7 years
Accounts receivable records	3 years
Bank deposit slips	3 years
Bank statements	7 years
Canceled checks	7 years
Cash receipt records	3 years
Data for updating mailing lists	1 year
Mailing lists	active
Periodic financial statements	2 years
Expense reports	7 years
General/routine correspondence	3 years
Invitations	1 year
Petty cash records	7 years
Receipts of purchases	7 years
Meeting notices	1 year
Travel plans/arrangements	1 year
Resource files	active

Ship permanent records to:  
**Records Archivist, Presbyterian Historical Society**  
**425 Lombard Street**  
**Philadelphia PA 19125**