

Records Retention Policy

American Legion, Post 21 – McMinnville, OR

Purpose

The purpose of this Records Retention Policy is to ensure that the American Legion, Post 21 in McMinnville, OR maintains records in accordance with legal, regulatory, and organizational requirements. This policy provides guidelines for the retention, storage, and disposal of records to protect the interests of the Post and its members.

Scope

This policy applies to all records created, received, or maintained by the American Legion, Post 21, including physical and electronic documents related to operations, membership, financial matters, employment, payroll, complaints, and official correspondence.

Retention Guidelines

Record Type	Retention Period
Membership Records	7 years after the member's separation or death
Financial Records (including ledgers, receipts, bank statements)	7 years
Meeting Minutes and Official Reports	Permanently
Tax Documents	7 years from the filing date
Legal Documents (contracts, leases)	7 years after expiration or termination
Correspondence	2 years unless related to legal or financial matters, in which case retain for 7 years
Employment Records	7 years after separation
Payroll Records (including wage statements, timesheets)	7 years
Formal Complaints and Investigations	7 years after resolution

Storage and Security

Records must be stored in secure locations with access limited to authorized personnel. Electronic records should be backed up regularly and protected with appropriate security measures.

Disposal of Records

Records eligible for disposal must be destroyed in a manner that protects confidential information, such as shredding physical documents and permanently deleting electronic files. Disposal must be documented and approved by designated officers.

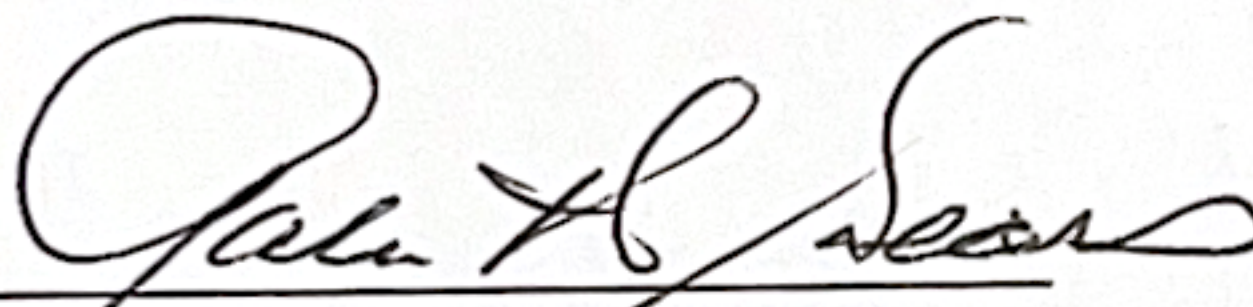
Compliance and Review

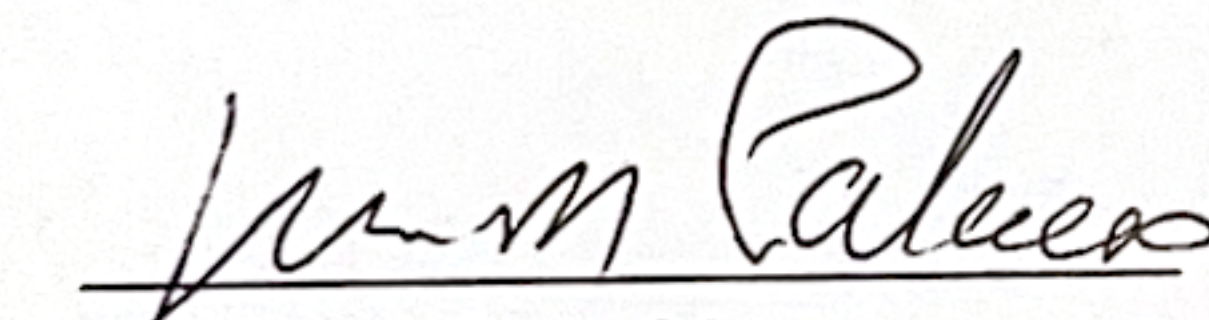
This policy will be reviewed annually by the Post 21 Executive Committee in conjunction with the annual bylaws review and updated as needed to ensure compliance with applicable laws and regulations.

Questions

For questions regarding this policy or records management practices, contact the Post Adjutant.

Policy Approval Date: 8/19/26

Approved by: 
Commander, Post 21


Adjutant, Post 21