

Retention of Records

Office of Regent

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| All Contracts and Agreements | Seven Years |
| Files and fidelity bonds for Financial Secretary and Treasurer | Permanently |
| All insurance records including policy numbers and notices of changes/cancellations of such policies | Three years |
| Tax records including Federal ID numbers | Permanently |
| All documents substantiating claims for settlement and/or rejection including conflict resolution | Seven years |
| Correspondence: National Quarterly and/or State Newsletters Circle of Love Biennial Reporting Forms All other important documents | Three years |

Office of Vice Regent

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| Record of paraphernalia Flag and Banner Blessed Mother Statue Record of robes (condition of robes and in whose possession) | Permanently |
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Office of Recording Secretary

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| Record of minutes of meetings (very important-history of court) | Permanently |
| Record of Treasurers monthly financial report | Three years |

Office of Financial Secretary

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| Membership record book | Permanently |
| Copies of change of addresses, additions, deletions, transfers, and dues receipt book | Three years |

Office of Treasurer

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| Record of Treasurer's book/ledger | Permanently |
| Cancelled checks and checkbook registers | Seven years |
| Savings Account books | Seven years |
| Stop payment orders | Three years |
| Monthly Treasurers financial report | Three years |

NOTE:

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| Deeds, mortgages and/or other property for courts owning house Or other real property | Permanently |
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