

ATTACHMENT C

TEMA CHOIR USA, INC.

RECORDS RETENTION POLICY

Secretary

Copy of 501(c)(3) Registration	perpetuity
Inventory of Assets	current
Board Meeting minutes	current
Membership Database (electronic)	current
Summary Reports	current
Incorporation Papers	perpetuity
Constitution, Bylaws, Standing Rules	current

Treasurer

Financial	current
Receipts (disbursement; income)	
General Ledger	
Grant Applications	
Tax Returns	
Financial Statements	
Bank Statements	
Audits	
Budgets	
Inventory of Assets	current

Fund Raising Chair

Patrons and Advertisers List(electronic)	current
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Adopted
Monday, June 29, 2020.