

The Ninety-Nines, Inc.

Chapter and Section Records Retention

| Item | Keep ? | Duration | IRS or for Corporation |
|---|---------------|---------------------------|-------------------------------|
| Monthly Checking Statements | Yes | 5 years | IRS |
| Investment (CDs, Stocks, etc.) records | Yes | 5 years after disposition | IRS/Corporation |
| Financial Auditor Report | Yes | Permanent | IRS/Corporation |
| Periodic Treasurer Reports (monthly, bi-annual, etc.) | Yes | 3 years | IRS |
| Annual Financial Reports | Yes | Permanent | IRS/Corporation |
| Chapter/Section Business Meeting Minutes | Yes | Permanent | IRS/Corporation |
| Chapter/Section Incorporation Document | Yes | Permanent | IRS/Corporation |
| Form 990 | Yes | Permanent | IRS |
| Chapter Charter | Yes | Permanent | Corporation |