

**PORT LUDLOW VILLAGE COUNCIL (PLVC)
TRAILS & NATURAL RESOURCES COMMITTEE RECORDS RETENTION LIST**

See the *Committee Policies & Procedures* describing Records Retention policy. Files shall normally be restricted to Microsoft Office 365 (Word docx, Excel (xlsx), etc. or Adobe Acrobat (pdf) formats unless necessary to be in a special format.

Records Retention List			
Originating Committee Officer / Volunteer	Record	Retention Period	Special Format / Remarks
Committee (as a whole)	Policies & Procedures Long Range Plan Tasks Sequence	Permanent	Electronic files in Secretary records
	Maps	Permanent	Adobe Photoshop file format Electronic Archive copy in Secretary records
Chair	Meeting Agenda	Permanent	Included in Meeting Minutes
	Quarterly Report	3 years	
	Annual Report	5 years	
	Trails Mix articles	3 years	Online at www.plvoice.org/readonline
Natural Resources	Scotch Broom/Invasive Plant event records	5 years	
Secretary	Meeting Minutes	Permanent	
	eMail Distribution List	3 years	
	Signed Liability Release & Safety Guidelines Forms	Permanent	Hard copy originals
	List of Volunteers who signed Liability Release & Safety Guidelines forms	Permanent	
	Photos	Permanent	jpeg
	Historical Records	Permanent	Records that are historically significant to the Committee but are not otherwise retained
	Broadcast emails	1 year	
Treasurer	Monthly Treasury Report	Permanent	Included in Meeting Minutes
	Bank Statements	1 year	Also available online at bank

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Originating Committee Officer / Volunteer	Record	Retention Period	Special Format / Remarks
	Payment Record	7 years	
	Payment Support Documents	3 years	Requests for Payment, Invoices, Receipts, etc.
	Annual Budget	Permanent	Included in Meeting Minutes
Stewardship	Stewards Roster	3 years	
	Volunteer Work Hours	Permanent	Included in Meeting Minutes
Maintenance	Annual Inspection Report/Maintenance Plan	5 years	
	Property Inventory	5 years	
	Contractor Quotes	3 years	
	Completed Project/Maintenance work	Permanent	Included in Meeting Minutes
PLVC Liaison	(none)		