

RECORDS TO BE KEPT PERMANENTLY

Applications for membership and declarations of physical condition	Sick and Funeral Benefit records
Application record or roll books	Building Plans & Specifications
Claim for disability benefits	Withdraw and Transfer Cards.
Claims for Funeral Benefits and Death Certificates	Visitors Registers.
By-Laws	Individual ledger sheets and/or cards.
Trustees Minute Books	Secretary's Minute Books.
Secretary's Cash Books.	Deeds, mortgages, notes, leases and contracts
Secretary's Semi-Annual Reports	Authorization from Grand Aerie Departments.
Treasurer's Cash Books	F.O.E. Employees' Pension Fund records
Treasurer's Annual Reports	All Payroll records.
Tax Records	

RECORDS TO BE KEPT FOR THREE (3) YEARS THEN DESTROYED

Aerie Auditor's Record Books.	Official Receipt book carbon copies
Cancelled Treasurer's warrant checks, except those where the mortgage or liens have not been cancelled.	Trustees Profit & Loss Statements.
Miscellaneous Receipts duplicates.	Trustees Weekly & Monthly reports.
Original Miscellaneous Receipts.	
Warrant check stubs.	

RECORDS TO BE KEPT FOR TWO (2) YEARS THEN DESTROYED

Bill, Invoices, etc.	Correspondence.
Temporary dues receipts.	Distribution of Receipts.
Treasurer's Monthly and Quarterly reports.	Monthly delinquent members reports.
Voucher Folders.	Requisitions.

Correspondence should be carefully screened before destroying. Some correspondence could be destroyed in less than two (2) years, while some should be kept much longer.