



Girl Scouts[®]
Girl Scouts of Frontier Council

**Central Filing
System
July 2000**

01	Administrative	Length of time document MUST be saved
	1000 National	
	1100 Structure Chart	Permanent
	1200 Constitution	Permanent
	1300 Meetings	
	1301 National Council	3 Trienniums & current
	1302 Presidents and ED's Mtgs	3 Trienniums & current
	1303 National Services	10 years & current
	1400 Publications	4 years & current
	1401 GSUSA News/Pres. Reports	4 years & current
	1402 Career Ops	4 years & current
	1403 Council Alerts	4 years & current
	1404 Sensitive Issues Statements	4 years & current
	2000 Council	
	2100 Organization	
	2101 Structure Chart	Maintain current
	2102 Position Descriptions (by title)	Maintain current
	2103 Bylaws	Permanent
	2104 Charter	Permanent
	2105 Articles of Incorporation	Permanent
	2106 Jurisdictional Review	Permanent
	2200 Annual Meeting	9 years & current
	2201 Planning	9 years & current
	Check List	9 years & current
	Mailings/Call to Annual Meetings	9 years & current
	Annual Report (3800)	9 years & current
	2202 Policy Influencing Group Meetings	9 years & current
	Agendas/Minutes	9 years & current
	Nominating Committees	9 years & current

01	2000 Council	Length of time document MUST be saved
	Delegate Elections/Training	9 years & current
	2203 Final Report	9 years & current
	2300 Board Actions	
	2301 Corporate Planning/Goals & Objectives	10 Years & current
	2302 Meetings	Permanent
	Minutes	Permanent
	Policies	Permanent
	Board Profile	Permanent
	2303 Standing Committees	10 years & current
	Finance	
	Legislative	
	Personnel	
	Diversity	
	Development (see 3100)	
	2304 Task Groups	10 years & current
	Long-range Property Plan	
	Annual Perf. Appraisal	
	2305 Nominating Committee	10 years & current
	Nom. Committee Profile	Permanent
	2400 Council Performance Assessment	Permanent
	Management Audits(i.e., Diversity Audit)	Permanent
	2500 Operations	
	2501 Staff Meetings	7 years & current
	Staff Newsletter	
	Staff Letters/Memos	Current
	2502 OFFICE FORMS	Maintain current
	2503 Reports	
	Management Reports	Permanent
	United Way	Permanent

01 2000 Council**Length of time document
MUST by saved**

	Affirmative Action /EEO	Permanent
2504	Personnel Files (ED's Office)	Permanent
	Performance Reviews	3 years & current
	Recruitment & Referral	5 years & current
	Policies-Employee	Permanent
	Office Procedures Manual	Current
2505	Policies-Volunteer	Permanent
	Exit Interviews	10 years & current
	Documented Action (Alpha Order)	Permanent
	Complaints/Problems	Permanent
	Delinquent Product Sales Accounts	Permanent
2506	CENTRAL FILE CATALOG	Maintain current
2507	Office Equipment Inventories	10 years & current
	Manuals	10 years & current
	Contracts/ Warranties	Permanent
2508	Insurance/Benefits (Bkkpr's Ofc)	Permanent
2509	Crisis Activities	Permanent
	Crisis Procedures	Permanent
2509	Event Documentation	Permanent
2510	Office Safety Manual	Current
	Training Materials	(see EIS Documents)
	Training Documents	E.D. office
2511	Vol Mgmt Docs	Active Files
	Applications/References	3 years & current
	Evaluations	3 years & current

2600 Finance (bkkpr office)

2601	Budgets	4 years & current
2602	Financial Statements	4 years & current
	Income Statements	4 years & current
	Revenues/Expenses	4 years & current

01 2000 Council	Length of time document MUST by saved
2603 Accounts Payable	4 years & current
Accounts Receivable	4 years & current
2604 Balance Sheet	Permanent
2605 Taxes	Permanent (Maintain current regulations)
Non-profit Status	
2606 Investments	Permanent
2607 Audits + Mgmt Letters	Permanent
2608 Journals (Bkkpr Office)	9 years & current
Petty Cash	Maintain current year
2609 Employee Pay Information	Maintain current year
Vacation/Leave Information	Maintain current year
2610 GSUSA Insurance Info.	Maintain current year
Exclusion Statements	3 years & current
2611 Vendors (Alpha order)	3 years & current
2612 EIS Documents	Permanent
2613 LIST Contents of Safe Deposit box (keep updated)	Current
2700 Legal-Record Retention Schedule	
2701 Contracts	Permanent
2702 Employment Legislation	Current
2703 Licenses	Permanent
2704 Leases (copies)	Current
2705 Endowment or Trust	
Documents (copies)	Permanent
2800 PUBLICATION/FORMS LIST	Maintain Current
02 3000 Fund Development	
3100 Committee Minutes, Agendas	4 years & current
3101 GSUSA Financial Analysis	Permanent
3102 Long-range Fund Development Plan	Permanent
3200 Capital Campaign	Permanent

02	3000 Fund Development	Length of time document MUST by saved
	3300 Fund-Raising Events	Permanent
	3301 Correspondence	Permanent
	3302 Gifts-in-kind	Permanent
	3304 Special Events	Permanent
	3305 Project Funding	Permanent
	3306 Planned Giving	Permanent
	3307 In Memoriam	Permanent
	3400 Grants	
	3401 Correspondence	Permanent
	3402 Applications	Permanent
	3500 Donor Development/Record of Totals	3 years & current
	3501 CFC	3 years & current
	3502 Camperships	3 years & current
	3503 Annual Giving	3 years & current
	3504 In-Kind/Corporate Sponsors	3 years & current
	3505 Grants	3 years & current
	3506 Special Events	3 years & current
	3600 Camperships	
	3601 Solicitations	Permanent
	3602 Appreciation's	Permanent
	3700 Annual Giving	
	3701 Solicitations	Permanent
	3702 Appreciation's	Permanent
	3800 Annual Reports (see 2201)	9 years & current
	3900 Community Girl Scoutlook	4 years & current
03	4000 Product Sales	
	4100 Operating Unit Mins., Agendas	4 years & current
	4200 Cookies	
	4201 Publications	4 years & current
	4202 Training	4 years & current

03	4000 Product Sales	Length of time document MUST by saved
	4203 Forms (sample pkt)	6 years & current
	4204 Reports	4 years & current
	4400 Nuts	
	4401 Publications	4 years & current
	4402 Training	4 years & current
	4403 Forms (sample pkt)	6 years & current
	4404 Reports	4 years & current
02	5000 Public Relations	
	5100 Operating Unit	
	5101 Minutes and Agendas	4 years & current
	5102 Speakers Bureau	4 years & current
	5103 Gold Award Alliance	4 years & current
	5200 Media Relations/Publicity	
	5201 Press Releases	4 years & current
	5202 Event Coverage	4 years & current
	5203 Correspondence	4 years & current
	5300 Photo Release	Permanent
	5400 History & Archives	Permanent
	5401 Celebrations	5 years & current
	5500 NES Relations	4 years & current
	Licensed Vendor Kit	Maintain Current
	5600 Promotional Campaigns	
	5601 Recruitment	4 years & current
	5602 Product Sales	4 years & current
	5603 Girl Scout Week	4 years & current
	5604 Camp	4 years & current
	5700 Publications	
	5701 Girl Scoutlook	4 years & current
	5702 Brochures	4 years & current
	5703 Other Publications	4 years & current

		Length of time document MUST be saved
	5000 Public Relations	
	5800 Community Visibility	
	5801 Public Information Events	10 years & current
	5802 Correspondence/Contracts	10 years & current
	5803 Support Activities	10 years & current
	5804 Sudden Service Troops/Groups	Maintain current
	5805 Website Information	Maintain current
05	6000 Adult Development	
	6100 Operating Unit Minutes & Agendas	4 years & current
	6101 S.U. Training Records	3 years & current
	6102 Events-checklists	Current
	6103 Trainer Records	3 years & current
	6104 Correspondence	3 years & current
	6200 Adult Education/Staff Development	
	6201 Training Calendar	4 years & current
	6202 Curriculum Designs	4 years & current
	6203 Training Materials for Participants	4 years & current
	6204 Certification Documents	
	Instructor Training	
	6205 Macy Opportunities	4 years & current
	6206 Forms-ALL	4 years & current
	6207 Evaluation Summaries	3 years & current
	6208 Recorded Training Sign-ins	3 years & current
	6300 Adult Awards and Recognition	
	6301 Forms-Book	Maintain current
	6302 Nominees (in VMS files)	Permanent
	6303 Event (by year)	3 years & current
	6304 Leadership Development	Permanent
	Pin Applicants (in VMS files)	Permanent
	6305 Service Unit Awards	Permanent
	6306 Community Appreciation	Permanent

		Length of time document MUST be saved
05	6000 Adult Development	
	6400 Audio/Visual Resources (LIST)	10 years & current
06	7000 Program	
	7100 Operating Unit Agendas, Mins.	4 years & current
	7101 P.O.U. Meeting	4 years & current
	7102 Girl Sports Unit	4 years & current
	7103 Needs Assessment	4 years & current
	7104 Canoe P.O.U.	4 years & current
	7105 Blueprints	4 years & current
	7110 CHOICES Girl Recruitment	4 years & current
	7111 Girl Orientation	4 years & current
	7112 Adult Recruitment	4 years & current
	7113 Workshop Materials	4 years & current
	7114 Mentor Training	4 years & current
	7115 Evaluations	4 years & current
	7116 Form letters	4 years & current
	7200 Councilwide Events, Flyers, Confirmation letters, evaluations summaries, site maps	3 years & current
	7209 Council Patch Program Activities (filed by patch program)	3 years & current
	7210 IGM's -Mailing, events, etc.	3 years & current
	7300 Service Unit-Wide Events-Reports (filed by service unit)	
	7301 Blank Forms	3 years & current
	7303 Special Projects	3 years & current
	7309 JLWFF/Thinking Day	3 years & current
	7310 SU Special Event Flyers	4 years & current
	7400 Wider Opportunities	
	7401 Council Applicants	6 years & current
	7402 Wider Op Promotions	4 years & current
	7403 International Opportunity Packet	4 years & current

06	7000 Program	Length of time document MUST by saved
	7404 GSFC Wider Opportunity	4 years & current
	7500 Older Girl Planning Board	
	7501 Meetings-Agendas, Minutes	4 years & current
	7502 Events (filed by event)	4 years & current
	Flyers, confirmations, evaluation summaries	4 years & current
	7503 Bylaws & Position Descriptions	
	7600 Older Girl Awards	Permanent
	7601 Silver Applications	
	7602 Gold Applications	4 years & current
	7603 Senior Graduation	4 years & current
	7604 Awards Ceremonies	4 years & current
	7605 Correspondence	3 years & current
	7606 Scholarship Applications	
	7700 Publications	
	7701 Frontier Focus	4 years & current
	7702 Cont Issues Res BK	4 years & current
	7703 Program Preview	4 years & current
	7704 Special Events Manual	4 years & current
	7800 Older Girl Training (LIT,CIT,Service Training, etc.)	3 years & current
	7801 Councilwide Opportunities (filed by event) Flyers, Confirmation letters, evaluation summaries, site maps	3 years & current
	7802 Community Opportunities for O.G.	3 years & current
	7900 Girl Sports Events(filed by event)	3 years & current
	Flyers, confirmations, evaluation summaries, site maps	3 years & current
	7950 Canoe Program Events	
	Flyers, confirmations, evaluation summaries, site maps	3 years & current
	7980 Councilwide Service Projects	3 years & current
11	8000 Membership & Marketing	
	8100 Membership Operating Unit Agendas, Min.,Correspondence	4 years & current
	Membership Strategic Plans	4 years & current
	Adult Needs Assessment Surveys	4 years & current

11	8000 Membership & Marketing	Length of time document MUST by saved
	8101 Blank Forms	Maintain Current
	8102 Statistical Reports- by council	10 years & current
	8103 Statistical Reports- by GSUSA	10 years & current
	8104 Svr Unit Mgmt reports	10 years & current
	8110 Registrar Transmittals/Reports (To & From GSUSA--Reg. Ofc)	9 years & current
	8200 Girl and Adult Recruitment	
	8201 Flyers, brochures (by year)	9 years & current
	8202 Events (filed by event)	9 years & current
	8203 Surveys (i.e., lapsed members)	9 years & current
	8250 Retention-Recognition Items	9 years & current
	8300 Troop/Group Records	
	8301 Service Team, Service Unit Rosters	10 years & current
	8304 Troop Records (Finance Reports- Bank Account Information-Inventories)	10 years & current
	8305 Troop Sponsors	Maintain Current
	8306 Troop Travel/Overnight (App. filed)	10 years & current
	8307 Troop Money-earners (App. filed)	10 years & current
	8310 Council Copies Memb. Records (Separate file cabinets)	9 years & current
	8400 Community Collaboration	
	8401 Agreements, Correspondence	9 years & current
	8402 Events (filed by event)	9 years & current
	8403 LIST Staff reps in outside orgs.	Current
	8404 Certificates	9 years & current
	8500 Community Profiles (filed by area)	Maintain up to date
	8600 Troop Packets (by year)	3 years & current
	Volunteer Resource Guide (by year)	10 years & current
12	9000 Resident Camp/Day Camp	
	9100 Staff Recruitment (brochures, applications)	5 years & current

		Length of time document MUST be saved
12	9000 Resident Camp/Day Camp	
	9101 Training/Development	5 years & current
	Staff Manual	5 years & current
	9102 Evaluation (Pers. files)	Permanent
	9103 ACA Visits/Accreditation/Reports	Permanent
	9200 Girl Recruitment (Brochures, Flyers, events)	
	9201 Program Activities for Camp (CIT, songs, ideas, etc.)	5 years & current
	9202 Core Camp	5 years & current
	9203 Camperships-Apps/Awarded	2 years & current
	9300 Day Camp	
	9301 Manual	3 years & current
	9302 Reports (filed by event)	3 years & current
	9303 Flyers	3 years & current
	9304 Program Materials	3 years & current
	9400 Forms	Maintain Current
13	9500 Drop in Centers/Inschool Program	
	9500 Staff Recruitment (Brochures,appl.)	9 years & current
	9501 Training/Development	9 years & current
	9502 Evaluation (Pers. files)	Permanent
	9600 Girl Recruitment (Flyers,brochures, events)	5 years & current
	9601 Program Activities	5 years & current
	9602 Materials	5 years & current
	9700 Community Center Programs	5 years & current
	9701 Flyers, Brochures by event	5 years & current
14	9900 Facilities	
	9901 Foxtail Reservations, Use Reports	Permanent
	9902 Location Map, Photographs	Permanent
	9903 Property Maintenance Schedules and Records	Permanent

14	9900 Facilities	Length of time document MUST be saved
9905	Calico/Echoing Pines Use Reports, Description of Properties, Maps	Permanent
9909	Girl Scout Houses-Contracts, Use Reports	Permanent
9915	Equipment Rental/Inventories	5 years & current