

BACK COUNTRY HORSEMEN OF WASHINGTON
RECORDS RETENTION DESTRUCTION SCHEDULE
Approved June 15, 2019

6/16/2019

LOCATION	
(note below)	PERMANENT RETENTION:
DW 6	Articles of Incorporation
TO	Business License
DW 3	Bylaws & Standing Rules
DW 6	Certificate of Incorporation
	Charity Registration Done annually by Treasurer
	DUNS Number # 036129049
DW 6	Employer Identification Number
TO	W-9
DW 6	501C3 Application - Form 1024
DW 6	501C3 Tax Exemption Letter of Exemption
	Registered Agent - Accountant Kathy Prowell Gilliam-Cole
TO	Financial Statements, Annual
DW	List of Board Members (current)
Database	List of Members (current)
DW 15	Meeting Minutes
BCHW Web	Newsletters
TO	Tax Returns (990, Excise, etc.)
	7 YEAR RETENTION
TO	Bank Statements & Supporting Documents
TO	Budget
TO	Financial Statements, Monthly
TO	Tax Return Correspondence & Worksheets
	Bold items required in RCW 24.03.135
	DW is Director Website and section where document is located
	TO is Treasurers office