

GENERAL RECORDS

(Applicable to all Departments, Regional Offices, & Committees)

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Policies & Procedures	---	Permanent	E only
Organizational Records	Charters & unit certifications	Permanent	E or H
Invoices	Original receipts for National Office Departments, Regional Offices, or Committees	6 years**	H (unless original receipt is E)
Event Files	Including restaurant/hotel/event contracts & invoices (excludes drafts)	6 years**	E or H
Budget Proposals	For National Office Departments, Regional Offices, or Committees	2 years	E

* Requirement prescribed by rule, law, or regulation.

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*** Requirement prescribed by the ONEU-NATCA Collective Bargaining Agreement.

EXECUTIVE OFFICE - GENERAL

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
NEB Meeting Minutes	---	Permanent	E (via natca.org) & H
NATCA National Constitution & Bylaws	---	Permanent	E & H
Convention Transcripts	---	Permanent	E & H (1 organizational copy)
NATCA Formal Correspondence	Correspondence between NATCA Executive Officers and outside organizations or individuals	10 years	E or H
Membership Organization Renewals	---	7 years	E
Letters from Members to Executive Office	---	5 years	E or H

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OFFICE OF GENERAL COUNSEL

Record Type		Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Election Protests		---	Permanent	H
DFR/ULP Charges		---	Permanent	E & H
Internal Union Grievances		---	Permanent	E & H
Election Files	Official Election Reports	Official results of elections	Permanent	H
	General	Rules, nominations, ballots, etc	5 years	H
Litigation Files		---	10 years from date of resolution	E or H
Employment & Consulting Contracts		---	5 years from end of contract	E & H
EEO Records		---	5 years from date of resolution**	E & H
Commercial Contracts		---	5 years from end of contract	E & H
Regional Office Leases		---	5 years from end of contract	E & H
SRF-18 Demands & Responses		---	5 years from resolution	E & H
Licensing Agreements		---	5 years from end of contract	E & H
Miscellaneous Correspondence		---	5 years	E or H
Third Party Subpoenas		& Related documents	1 year from date of resolution	H
COBRA Records		---	Permanent	E (via COBRA administrator)

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	Unemployment/Workers' Compensation Records	---	Permanent	E (via COBRA administrator)
	Insurance Documents	Medical, vision, dental & life insurance for employees	Permanent	E (via company's online storage)
Employee Personnel Files	Employee Personnel Files (including the viewing log but excluding information on any disciplinary actions)	---	Permanent	H
	Disciplinary actions involving suspensions of more than 5 workdays	---	5 years from date of action***	H
	Disciplinary actions not involving suspensions of more than 5 workdays	---	2 years from date of action***	H
OSHA Records	General	Log of incidents	5 years*	E or H
	Specific Employee	Medical records or records re: exposure	Employee's tenure plus 30 years*	E or H
	Employment Applications	---	1 year	E

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LABOR RELATIONS DEPARTMENT

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Docket of Open & Closed Cases	---	Permanent	E
Term Bargaining Documents	Briefing notes, bargaining notes, & correspondence	Permanent	E or H
Memoranda of Understanding (Midterm)	---	Permanent	E
Negotiability Appeal Submissions & Decisions	---	Permanent	E
Bargaining Impasse Submissions & Decisions	---	Permanent	E
Legal Research	---	Permanent	E
FOIA Requests & Responses	---	10 years	E
NTSB Investigation Files	---	10 years	E or H
Article 50 Survey Requests & Results	---	10 years	E
Staff Meeting Minutes	---	10 years	E
Article 48 Workgroup Files	---	5 years	E or H
Litigation Files	ULP files, grievance files, settlement agreements, arbitration decisions, FLRA/NLRB decisions, OWCP files, & NATCA briefs/submissions	Discretionary (2 years – permanent, based on importance of case).	E or H

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Collective Bargaining Documents (Midterm)	Article 7/Union-initiated briefing requests & bargaining notes	1 year from termination of resulting MOU	E or H
Training Materials	Field & internal	As needed	E
Academy Attendance Records	For past training classes	Permanent	E (via membership database)
Training Materials	---	Permanent (evolving)	E
Banquet Event Orders	---	12 months from date of event	E or H
Class Evaluations	---	9 months from date of event	H

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ACCOUNTING DEPARTMENT

(Including Records for NATCA, NMI, NCF, PAC, & NATCA Member Benefit Fund)

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Fixed Assets Analysis	Schedules	Permanent	E or H
Payroll	Employee personnel files, payroll tax files, & other withholding reports	Permanent	E or H
Audit Schedules	---	7 years**	E only
Bank Deposit Slips	---	7 years**	E or H
Bank Statements	---	7 years**	E or H
Cancelled Checks	---	7 years**	E or H
Dues Collection Information	---	7 years**	E or H
Expense Reports	Expense vouchers & related receipts	7 years**	E or H
Financial Reports	Monthly & annual financial statements, general ledger, accounts payable reports, journal entries, & deposit detail	7 years**	E or H
Insurance Policies/Claims	---	7 years**	E or H
LM Filing Documents	Including Local Facilities' documents	7 years**	E or H (Local E via membership database)
Vendor Files/Payments	---	7 years**	E or H

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Tax Documents	Income Taxes	990, 990T, 1120, & 5500	7 years**	E or H
	AIP Vendor Tax Reports	1098 & 1099	7 years**	E or H
	Personal Property	Multiple locations	7 years**	E or H
	Sales & Use Tax Return	Quarterly or annually	7 years**	E or H
	Real Estate	Income & expense reports, leasing reports	7 years**	E or H
	Foreign & Domestic Report	---	7 years**	E or H
	Group Tax Returns	---	7 years**	E or H
Annual Members' Reports		---	7 years**	E or H

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MEMBERSHIP RECORDS

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Membership Files	1187s & membership applications	Permanent	E (via membership database)
Dues Terminations	1188s & related correspondence	Permanent	E (via membership database)
Dues Rebates	---	Permanent	E (via membership database)
Retirement Seminar Documentation	---	Permanent	E (via membership database)
Dues Withholding Reports	---	Permanent	E (via membership database)
PAC Contribution Reports	---	Permanent	E (via membership database)
List of Eligible BUEs	---	Permanent	E (via membership database)
BUE Transaction Files	BUE changes per pay period	Permanent	E (via membership database)
Local Constitutions	---	Permanent	E (via membership database)
FAA Payroll Correspondence	1187 Letters	5 years	H
NATCA Store Documentation	Invoices, inventory, & orders	5 years	H
Scholarship Applications	& Related correspondence	3 years	H

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GOVERNMENT AFFAIRS DEPARTMENT

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Hill Testimony	---	Permanent	E or H
One-pagers	---	Permanent	E or H
Backup Materials on Legislation	---	Permanent	E or H
Position Papers	---	7 years	E only
Floor Statements	---	7 years	E only
White Papers	---	7 years	E only
PAC Forms	Payroll deduction authorization form with PAC donor's signature	3 years from last deduction*	E (via membership database)
PAC-related Documents	Bank statements, invoices, receipts, vouchers, etc.	3 years*	E and H

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SAFETY & TECHNOLOGY DEPARTMENT
(Including Article 114 Representatives)

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Updates on Tech Reports	---	Permanent	E
Briefing Documents	---	1 year	E
Vendor Presentations	---	1 year	E
Tech Representative Reports	---	1 year	E
NATCA Safety & Technology Position Papers	---	1 year	E
Article 114 Agreements	Non-disclosure and conflict-of-interest agreements between Article 114 representatives and outside entities	1 year following expiration of agreement	E
Article 114 Conflict of Interest Agreements	Agreements between Article 114 representatives and	Permanent	E or H

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PUBLIC AFFAIRS DEPARTMENT

Record Type	Description	Retention Period	Retention Method E = Electronic H = Hard Copy
Staffing Files	Info. on important past issue	Permanent	H
Privatization Files	Info. on important past issue	Permanent	H
Communications Event Files	Agendas & other info for major events	Permanent	E
Videos/Audio	---	Permanent	E (online + 1 backup)
CFS Notes	---	Permanent	E (online + 1 backup)
Convention Notes	---	Permanent	E (online + 1 backup)
Newsletters	---	Permanent	E (online + 1 backup)
Press Releases	---	Permanent	E (online + 1 backup)
Annual Reports	---	Permanent	E (H from past)
IT Equipment Inventory	---	Permanent (evolving)	E
IT Operations Records	---	1 year	E
"How to" Documents	---	As needed	E
Media	Videos, pictures, & produced video	Permanent	E
NATCA in Washington Videos	---	Permanent	E
CFS Videos	---	Permanent	E
Convention Videos & Information	---	Permanent	E

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