

NATCA LOCAL DOCUMENT RETENTION SCHEDULE

EFFECTIVE DATE: MARCH 2014

Record Type	Description	Retention Period	Retention Method
Local Constitution	The current constitution for the Local Union	Permanent	Electronically (via UnionWare) and 1 hard copy backup (Old constitutions should be stored electronically on UnionWare ONLY)
Grievance Records	All documents related to local grievances	Permanent	Electronically (via GATS)
Meeting Minutes	---	Permanent	Hard copy with electronic backup
Tax Documents (including asset lists), Invoices and Receipts	Documents related to the finances of the Local Union and its officers	6 years	Hard copy with electronic backup
Election Records	Everything related to local elections	5 years	Hard copy
Local MOUs	---	Permanent	Electronically
Bargaining Notes or other documents related to Local MOUs	---	1 year from date of MOU termination	Electronically OR Hard copy