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## DOCUMENT RETENTION POLICY

01/29/2022 – Amended and Readopted by Democracy Maine

The League of Women Voters of Maine (LWVME), the LWVME Education Fund, Maine Citizens for Clean Elections (MCCE) and MCCE Action retain key documents to ensure operational continuity and regulatory compliance. Documents may be retained on paper or electronically. Electronic documents will be backed up at least nightly and the backup stored offsite. The following documents are retained in a location accessible to all officers of the League, the LWVME Education Fund, MCCE, and MCCE Action for at least seven years:

- Notices of meetings and minutes of the meetings of the League board, the MCCE and MCCE Action boards, and the Education Fund trustees.
- Treasurer's reports filed for the record by the League board, the MCCE and MCCE Action boards, and the Education Fund trustees.
- Annual financial review reports and supporting documentation, including the reviewer's letter and bank statements.
- IRS tax filings including forms 990, 1099, and 1096.
- Other correspondence and filings with any regulatory agency of the state or federal government.
- Workbooks and reports to the members from State Convention.
- Copies of the Maine Voter, the Easy-to-Read Voter Guides, and other publications designated for retention by the board.
- Bylaws, including all amendments.
- Policies, including all amendments.
- Budgets

- Memoranda of Understanding, Contracts, Fiscal Sponsorship Agreements.

The Secretary and the Treasurer of the League, MCCE and MCCE Action, and the Education Fund update these records at the close of each fiscal year. After seven years, these documents are added to the organizations' archive at the Fogler Library, University of Maine.

**Useful Links:**

[LWVME Board Members](#)

[MCCE Board Members](#)

[Board Policies](#)