

**ADVANCED TELEVISION SYSTEMS COMMITTEE, Inc.**

**Document Retention and Destruction Policy**

**1. Document Destruction**

The Document Retention and Destruction Policy identifies the record retention rules for the storage and destruction of the Advanced Television Systems Committee, Inc. (ATSC) documents and records.

The organization's staff, members of the board of directors, and participants in ATSC standards development activities are required to honor the following rules regarding retention of documents on ATSC computers and systems:

- a. Paper documents indicated under the terms for retention in Section 2 of this policy will be transferred to an electronic format for retention and the originals shall be destroyed within one year;
- b. All other paper documents will be destroyed within one year;
- c. All documents will be retained for the minimum requirement as per Section 2 of this policy.
- d. All other electronic documents will be deleted from all individual ATSC computers, systems and back-up storage after one year;
- e. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the organization president for any current or foreseen litigation if employees have not been notified);

**2. Record Retention**

The following table indicates the ATSC's minimum record retention requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers, schedules and general ledgers	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Ballots (Technology Group and Membership)	Permanently
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts	Contract period plus 7 Years
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Determination Letters from the IRS/State Tax Authorities and Related Correspondence	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Employee/Business Expense Reports and related documents	7 Years
Governance documents and policies (all versions)	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Invoices (to customers, from vendors)	7 years
Intellectual Property disclosures (IPR)	Permanently
Intellectual Property records (trademarks, copyrights and Patents)	Permanently

Meeting Minutes (Board, Technology Group and Specialist Group)	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Standards, Recommended Practices and Technology Group Reports (including all revisions, Amendments and Corrigenda)	Permanently
Documents related to the development of all Standards, Recommended Practices and Technology Group Reports including contributions, proposals and Working Drafts	Permanently
Tax returns and worksheets	Permanently
Withholding tax statements	7 years
Year-end financial statements	Permanently