



**Texas Chapter  
International Society of Arboriculture, Inc.**

**Policy Statement**

Duly adopted by the Texas Chapter Board this date, February 1, 2013.

- Policy Title:** Disposal of records
- Policy Duration:** Continuous
- Policy Purpose:** The purpose of this policy is to establish a schedule for the disposal of Chapter records or files.
- Procedure:** It shall be the policy of the Texas Chapter ISA to retain and dispose of records or files follows:
- All bank statements, tax records, employee records, and contracts shall be retained for 10 complete years.
  - All class files which contain: CEU records, registration records, evaluations, and other class related records shall be retained for 3 complete years.
  - All paid invoices and sales receipts shall be retained for 3 complete years.

Records to be destroyed shall be shredded in-house or by a shredding service.

Attest:

\_\_\_\_\_ date, \_\_\_\_\_  
President