

Delta Kappa Gamma International
Pi State List of Chapter Records to Keep:
A Reference for Chapter Presidents

International recommends that for long-term storage, hard copies should be kept in addition to electronic records.

Item	Item Details	Amount of Time Item Retained
Chapter Charter		Permanent
Chapter Membership Records <i>(Chapter Rules should specify who is responsible for maintaining membership records.)</i>	Record of Members Dropped with reason and date of termination	Permanent
	Names of Chapter Charter Members & biographical data	Permanent
	Names of Deceased Members and date of death	Permanent
	Official Initiate Register and dates of Initiation	Permanent
Chapter Standing Rules	Submit copy to Pi State President and Pi State BYLAWS & Standing Rules Chair by June 30 at end of biennium (odd year)	Latest edition
Pi State BYLAWS & Standing Rules	Yellow book. Save updates until new book arrives.	Latest edition
International Constitution & Standing Rules		Latest edition
Chapter Financial Records	All Financial Audits/Reviews	Permanent
	Confirmation of Chapter's Filing of 990-N	Permanent
	Annual Budgets	Six years
	Treasurer's Annual Report to State	Six years
Chapter Minutes	All general Chapter Minutes must be recorded, signed and dated by Chapter Secretary. The date of Chapter's approval of Minutes must be included. Must be kept in hard copy. Electronic back-up is suggested.	Permanent <i>(Official record of Chapter Business)</i>
Chapter Executive Committee Minutes	All Executive Committee Minutes must be recorded, signed and dated by Chapter Secretary.	Six years
Chapter History	Chapter History should be recorded and updated each biennium in hard or electronic format.	Permanent
Pi State Directories	Book or CD Format	Latest edition
Chapter President's Annual Reports	All reports should be kept.	Permanent
Chapter Scholarship Folder	Update annually. Record of Chapter Awards, Scholarships and Grant(s)-in-Aid with date, amount and recipients. Record of International & State Awards, Scholarships & Grant(s)-in-Aid received by members.	Permanent
Issues of <i>Pi Lights</i>	Mailed and online issues are available online at www.dkgnystate.org .	5 years
Communications	From International & Pi State	Four years
	From Pi State President	Six years
	Important Communication Reports & Recommendations	Two years
	Of a permanent nature	Permanent
	Chapter Newsletters	Six years
Reference Booklets from International	"Go-To Guides" for Chapter Members, President, Treasurer, etc.	Latest edition
Official Chapter Letterhead		Permanent
Chapter Inventory	A Chapter Inventory should be maintained to record what Officers and Committee Chairs have in their possession. Content of files and paraphernalia should be recorded and updated each biennium.	Updated each biennium