

	Does the document impact CFP's mission?	Is it referenced for CFP Audit & Finance Committee internal information use only?	How many versions/documents should be kept accessible for CFP Audit & Finance Committee internal information use only?	Should we (HIDDEN) Archive for historical reference or delete entirely when replaced?	Should it be posted on the website?	How many versions/documents should be on the website?	When should it be removed from the website?	Should it be available under a "PUBLIC" Archive tab on the website?
AUDIT DOCUMENTS								
Expense Reports	No	Yes	Original	Archive for 7 years	No	No	No	No
Bank Statements (from bank)	No	Yes	Original	Archive for 7 years	No	No	No	No
Financial Statements (ie.grant payments, sponsors)	Potentially	Yes	Full available history	Archive for 7 years	No	No	No	Probably Not
G/L Reports (general ledger)	No	No	N/A (Exec Treas. responsibility)	N/A (Exec Treas. responsibility)	No	No	No	No
Receipts	No	Yes	Original	Archive for 7 years	No	No	No	No
Transaction Supporting Documents	No	Yes	Original	Archive for 7 years	No	No	No	No
Audit Committee Meeting Notes	No	No	No	No	No	No	No	No
Audit Committee Reports (also in EB meeting info)	No	No	all	Yes past 2 bienniums	Yes	current plus 2 bienniums	current plus 2 bienniums	Yes
CPA Audit Report	No	Yes	Most recent	Archive for 7 years	Yes	current plus 2 bienniums	current plus 2 bienniums	Yes
Executive Treasurers Report	No	Yes	current plus 2 past bienniums	yes past 2 bienniums	Yes	current plus 2 bienniums	current plus 2 bienniums	Yes
Finance Committee Report	No	Yes	current plus 2 past bienniums	yes past 2 bienniums	Yes	current plus 2 bienniums	current plus 2 bienniums	Yes