



**Rochester & Genesee Railroad
Museum:
Record Retention Policy**

Approved: July 2, 2026

Purpose

This document provides the requirements for the retention, storage location, retention time and disposition of documents for the Rochester and Genesee Valley Railroad Museum. The requirements listed are taken from the recommendations of Heveron & Heveron, certified public accountants in Rochester, New York.

Definitions

Google Drive: Refers to the official Google Drive account as created and owned by the RGVRM; not a personal one used by any member.

Employee: Refers to either volunteers or paid employees that RGVRM may hire.

Responsibilities

- The Audit Committee will be responsible for auditing this policy.
- Paper copies should be destroyed by fire using the stove in the depot by the audit committee.
- A listing of what records were destroyed should be maintained and stored on the Google Drive by the Audit Committee.
- Any paper record that is digitized shall have a Log of that transfer from paper to digital maintained on the Google Drive. The log shall include date of digitization, what document(s) and person(s) responsible for the process.

Financial Records Retention Chart

Document type	Location	Retention time	Method of disposal
Bank reconciliation	Quickbooks	4 years	Deletion
Bank statements	Treasurer file	4 years	Destroy
Chart of accounts	Quickbooks	Permanent	NA
Cancelled checks	Bank	Per bank rules	NA
Cancelled checks pertaining to permanent documents	Store with appropriate document	Same as pertinent document	Destroy

Contracts, mortgages	Bank safety deposit box	Expired 7 years, still active, permanent	Destroy
Correspondence	Google drive	2 years	Erase electronic file, destroy paper copy
Year end financial statements	Quickbooks, a copy stored on the Google drive	Permanent	NA
Insurance policies (expired)	Google drive	3 years	Erase electronic copies, destroy paper copies
Insurance policies with claims	Google drive	Permanent	NA
Tax returns	Google drive	Permanent	NA
All property records	Bank safety deposit box	Permanent	NA
Invoices, purchase orders, sales records	Quickbooks	Permanent	NA
Charter, deeds, blueprints and any document pertaining to property ownership or easements	Bank safety deposit box	Permanent	NA
Legal correspondence	Bank safety deposit box	Permanent	NA
Accountant financial records	Google drive	Permanent	NA
Records of destruction	Google drive	Permanent	NA

Operations & Mechanical Records

These records are required for FRA/NYS DOT compliance.

Record	Form at	Retention Period	Method of disposal
Hours of Service Log	Paper	1 Year	destroy paper copy
Railroad Register	Paper	1 Year	destroy paper copy
Employee Records	Paper; Digital	All, while in service. 6 Years for employees no longer in service	Erase electronic copies, destroy paper copies
Daily Inspections Forms	Paper	1 Year	destroy paper copy
Air Slip	Paper	1 Year; as combined with Daily	destroy paper copy
SCABT	Paper; Digital	5 Years paper; Digitize initially -	Erase electronic copies, destroy paper copies
92 Day Inspection Form	Paper; Digital	1 Years paper; Digitize initially -	Erase electronic copies, destroy paper copies