

# *Burbank Tournament of Roses Association*

## **Records Retention Policy**

(May 11, 2023)

### **Keep Forever**

Annual listing of Board of Directors and Committee Chairs  
Any communications between BTORA and City of Burbank/Burbank Water and Power  
Any media articles  
Banquet Program  
Board of Directors Minutes  
Deco Books  
Design Contest Winning drawing and entry form  
Final Color Rendering  
Float Construction Technical Drawings  
General Meeting Minutes  
Monthly Financial Reports and Ledgers  
Official Newsletter "The Petaler"  
Operating Documents (Articles of Incorporation, Bylaws, Standing Rules, etc.)  
Parade Program  
Theme Poster

### **Keep for 6 Years\***

Annual Meeting Voting Results  
Bank Reconciliation Files  
Financial Receipts Files  
Injury Reports  
Locker Usage Agreements  
Membership Forms  
Monthly Float Inspection Forms  
Pick-the-Float Voting Results  
Release/Code of Conduct Forms  
Volunteer Sign-in Sheets

### **Keep for 2 Years\***

Design Contest Entries (non-finalists)  
Design Contest Finalist drawings and entry form

### **Keep Most Current Version**

Committee Sign-up Sheets  
Float Manual  
Material Data Safety Sheets  
Safety Manual

\* Date based on float fiscal year (April 1<sup>st</sup>)

Adopted May 11, 2023

Original Retention Policy adopted May 11, 2023

President – Linda Cozakos

Vice President-Administration – Bob Hutt

Vice President-Float – Steven Edward

Secretary – Jon Reeves

Treasurer – Robin Hanna

Directors:

Kim Bossley

Kim Brunner

Terri Coomes

Teresa Green

Liza Guzman

John Hames

Albert Rodriguez