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| |  |  | | --- | --- | | **[INSERT CLUB/BRANCH] - ARCHIVES** | | | **FILE TYPE** | Minutes | | **FILE CATEGORY** | [INSERT DATES OF PAPERWORK] | | **DATE ARCHIVED** |  | | **ENCLOSED** | * Minutes * All Committee | | **CAN BE DESTROYED** | Never -Permanent Record | | **SIGNATURE** |  | |
| |  |  | | --- | --- | | **[INSERT CLUB/BRANCH] - ARCHIVES** | | | **FILE TYPE** | Financials | | **FILE CATEGORY** | [INSERT DATES OF PAPERWORK] | | **DATE ARCHIVED** |  | | **ENCLOSED** | * Invoices * Statements * BAS | | **CAN BE DESTROYED** | Never – Permanent Record | | **SIGNATURE** |  | |