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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** |  |

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| **[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** |  |

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