



## Fact Sheet: LMRDA Recordkeeping Requirements for Unions

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The following questions and answers provide guidance on complying with the recordkeeping requirements of the Labor-Management Reporting and Disclosure Act (LMRDA). These requirements pertain to two types of records: those related to reports and elections.

### **What are the LMRDA recordkeeping requirements relating to reports?**

Unions must maintain financial records and other related records that clarify or verify any report filed with the Office of Labor-Management Standards (OLMS).

### **Who is responsible for maintaining these records?**

The president and treasurer, or the corresponding principal officers, must ensure that unions maintain adequate records.

### **How long do I have to keep these records?**

Records must be retained for 5 years after a report is filed.

### **What kinds of records do I have to keep?**

Because of the wide diversity of recordkeeping systems used by international and national unions and their affiliates, it is not possible for OLMS to precisely define what records must be maintained by every union. Generally, you should retain all types of records used in the normal course of doing business. Examples of records you should retain include receipts and disbursement journals, cancelled checks and check stubs, bank statements, dues collection receipts, employer checkoff statements, per capita tax reports, vendor invoices, payroll records, etc. Most unions do retain such records but often fail to keep other records that help explain or clarify financial transactions. Here are some examples of other records you should keep:

- Credit card statements and itemized receipts for each credit card charge
- Member ledger cards for former members

- Union copies of bank deposit slips
- Bank debit and credit memos
- Vouchers for union expenditures
- Internal union financial reports and statements
- Minutes of all membership and executive board meetings
- Accountants' working papers used to prepare financial statements and reports filed with OLMS
- Fixed assets inventory

If you are not sure, keep the record or seek advice from your nearest OLMS field office.

### **Must I retain electronic documents?**

Yes. You must retain any electronic documents, including recordkeeping software, used to complete, read, and file the report.

### **Must I only retain the records that my union chooses to create, or is my union required to create certain records?**

A union must create and retain adequate backup records that will verify the reports filed with OLMS. Likewise, a union must obtain adequate backup records such as receipts and vouchers from parties with whom the union engages in financial transactions.

### **What records relating to elections of union officers must be retained?**

All election records, including membership and eligibility lists, copies of nomination and election notices, voting instructions, all return envelopes, marked, challenged, and unused ballots, and tally sheets must be preserved for 1 year by the election official designated in the constitution and bylaws or, if none is designated, by the union secretary.

### **How can I get more information?**

Additional information about OLMS, including key personnel and telephone numbers, how to obtain LM reports, compliance assistance materials, and the text of the LMRDA, is available on the Internet at [www.olms.dol.gov](http://www.olms.dol.gov).

## Office of Labor-Management Standards Field Offices

Staff if available to answer questions about the LMRDA at the OLMS field Offices.

### **Atlanta District Office**

61 Forsyth Street, SW, Room 8B85  
Atlanta, GA 30303  
(404) 562-2083

### **Boston District Office**

JFK Federal Building, Room E-365  
Boston, MA 02203  
(617) 624-6690

### **Buffalo District Office**

111 West Huron Street, Room 1310  
Buffalo, NY 14202  
(716) 551-4976

### **Chicago District Office**

230 South Dearborn Street, Room 774  
Chicago, IL 60604  
(312) 596-7160

### **Cincinnati District Office**

36 East Seventh Street, Room 2550  
Cincinnati, OH 45202  
(513) 684-6840

### **Cleveland District Office**

1240 East 9th Street, Room 831  
Cleveland, OH 44199-2053  
(216) 357-5455

### **Dallas District Office**

525 Griffin Street, Room 300  
Dallas, TX 75202  
(972) 850-2500

### **Denver District Office**

1999 Broadway, Suite 2435  
Denver, CO 80201-6550  
(720) 264-3231

### **Detroit District Office**

211 West Fort Street, Room 1313  
Detroit, MI 48226  
(313) 226-6200

### **Grand Rapids Resident Investigator Office**

2920 Fuller Avenue, NE, Room 104  
Grand Rapids, MI 49505  
(616) 456-2335

### **Honolulu Resident Investigator Office**

300 Ala Moana Boulevard, Room 5-121  
Honolulu, HI 96850  
(808) 541-2705

### **Houston Resident Investigator Office**

1919 Smith Street, Room 180  
Houston, TX 77002  
(713) 209-3135

### **Kansas City Resident Investigator Office**

1100 Main Street, Room 950  
Kansas City, MO 64105-5143  
(816) 502-0290

### **Indianapolis Resident Investigator Office**

46 E. Ohio St  
Indianapolis, IN 46204  
(317) 614-0013

### **Los Angeles District Office**

915 Wilshire Boulevard, Suite 910  
Los Angeles, CA 90017  
(213) 534-6405

### **Miami Resident Investigator Office**

300 NE Third Avenue, Room 120  
Ft. Lauderdale, FL 33301  
(954) 356-6850

### **Milwaukee District Office**

517 East Wisconsin Avenue, Room 737  
Milwaukee, WI 53202-4504  
(414) 297-1501

### **Minneapolis Resident Investigator Office**

220 South Second Street, Room 100  
Minneapolis, MN 55401  
(612) 370-3111

### **Nashville District Office**

233 Cumberland Bend Drive, Room 110  
Nashville, TN 37228  
(615) 736-5906

### **New Haven Resident Investigator Office**

Two Whitney Avenue, Room 301  
New Haven, CT 06510  
(203) 773-2130

### **New Orleans District Office**

701 Loyola Avenue, Room 13009  
New Orleans, LA 70113  
(504) 589-6174

### **New York District Office**

201 Varick Street, Room 878  
New York, NY 10014  
(646) 264-3190

### **Newark Resident Investigator Office**

190 Middlesex/Essex Turnpike, Room 204  
Iselin, NJ 08830  
(732) 750-5661

### **Philadelphia District Office**

170 S. Independence Mall West, Room 760  
Philadelphia, PA 19106-3310  
(215) 861-4818

### **Pittsburgh District Office**

1000 Liberty Avenue, Room 801  
Pittsburgh, PA 15222  
(412) 395-6925

### **Puerto Rico Resident Investigator Office**

7 Tabanuco Street, Room 404  
Guaynabo, PR 00968  
(787) 277-1547

### **St. Louis District Office**

1222 Spruce Street, Room 9, 109E  
St. Louis, MO 63103  
(314) 539-2667

### **San Francisco District Office**

71 Stevenson Street, Room 440  
San Francisco, CA 94105  
(415) 848-6567

### **Seattle District Office**

1111 Third Avenue, Room 605  
Seattle, WA 98101  
(206) 398-8099

### **Tampa Resident Investigator Office**

4950 West Kennedy Boulevard, Room 240  
Tampa, FL 33609  
(813) 288-1314

### **Washington District Office**

800 North Capitol Street, NW, Suite 120  
Washington, DC 20002  
(202) 513-7300