



Purpose

To provide guidelines for document retention and destruction of all records.

Policy

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate in the operation by promoting efficiency and freeing up valuable storage.

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the Document Retention schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an archive computer file folder. Backup and recovery methods will be tested on a regular basis.

Retention Schedule and Administration

The Financial Manager shall administer this policy. To fulfill this responsibility, the Financial Manager will monitor local, state and federal laws affecting record retention, annually review the record retention and disposal program and monitor compliance with this policy. The Financial Manager will work with the Chief Executive Officer to make recommendations for modifications to the Board of Directors to ensure that the policy is in compliance with local, state and federal laws and includes the appropriate document and record categories.

Procedures

Document Destruction

A hardcopy of documents will be destroyed utilizing a cross cut shredder after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed using proven means such as "erasing", "wiping" or "scrubbing" with a specialized software / program after they have been retained until the end of the document Retention Schedule.

Provision of Documentation for Investigations or Litigation

The Board President and Chief Executive Officer, or her designee will review and authorize the release of any documents requested and subpoenaed by legally authorized personnel within five business days, or in the case of a subpoena, as ordered by the judge.

Document Retention and Destruction Policy

No director, officer, employee, volunteer, or agent of the organization shall destroy, dispose of, conceal, or alter any record or document while knowing that it is, or may be, relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the organization.

During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Organization, as directed by the Chief Executive Officer or her designee shall suspend any further disposal of documents until such time as, with the advice of counsel, it is determined otherwise. The Financial Manager shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

Document Retention Schedule

Various types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Article of incorporation to apply for corporate status	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
Letter of Determination from the IRS granting tax-exempt and/or charitable status	Permanent
Corporate bylaws	Permanent
Resolutions	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
Licenses and Permits	Permanent
Charitable Organizations Registration Statement	7 years

Financial Records

QuickBooks Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Financial statements	Permanent
QuickBooks General Ledger	Permanent
QuickBooks Check Registers	7 years
Business expenses documents	7 years
Invoices and Receipts	7 years



Document Retention and Destruction Policy

Investment records (deposits, earnings, withdrawals)	7 years
Annual Audit records, including supporting documents	7 years after completion of audit

Tax Records

Annual tax filing for the organization (IRS Form 990)	Permanent
QuickBooks Payroll registers	Permanent
Filings of fees paid to professionals (IRS Form 1099)	7 years
Payroll tax withholdings	7 years
QuickBooks Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

Personnel Records

Confirmation of employment letters	Permanent
Benefits documents and benefits per employee	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job descriptions, performance goals	7 years after termination
Interviews and ratings for prospective employees	5 years
Evaluations for staff	5 years after end of service
Workers' Compensation records	5 years
Salary ranges per job description	5 years
I-9 Forms	5 years after end of service
Time sheets for each employee	5 years after end of service
Ads or notices for job opportunities	3 years
Employment applications, resumes and other forms of job inquiries from prospective employees	3 years

Insurance Records

Property Insurance policy	7 years
Directors and Officers Insurance policy	7 years
Workers' Compensation Insurance policy	7 years
General Liability Insurance policy	7 years
Insurance claims applications	7 years
Insurance disbursements / denials	7 years

Contracts

All insurance contracts	7 years after all obligations end
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Document Retention and Destruction Policy

Employee contracts	7 years after all obligations end
Construction contracts	7 years after all obligations end
Legal correspondence	7 years after all obligations end
Loan / mortgage contracts	7 years after all obligations end
Leases / deeds	7 years after all obligations end
Vendor contracts	7 years after all obligations end
Warranties	7 years after all obligations end

Donations / Funder Records

Donor lists	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic Plans	7 years
Staffing, programs, marketing, finance, fundraising, and evaluation plans	7 years
Vendor contracts	7 years
Disaster Recovery Plan	7 years

Grant Records

Original Grant Proposal	7 years after end of grant period
Grant Agreement and Subsequent modifications	7 years after end of grant period
All Requested IRS/grantee correspondence including determination letters and "no change" in exempt status letters	7 years after end of grant period
Final grantee reports, both financial and narrative	7 years after end of grant period
All evidence of returned grant funds	7 years after end of grant period
All pertinent formal correspondence	7 years after end of grant period
Progress Reports	7 years after end of grant period
Documentation relating to grantee evidence of invoices and matching funds expended	7 years after end of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after end of grant period

Board Records

Meeting minutes	Permanent
Conflict of interest disclosure forms	7 years after end of service
Director contracts	1 year after end of service
Director self-evaluation	1 year after end of service

