

Document Retention and Destruction Policy Proposal

This policy is intended to eliminate accidental or innocent destruction and comply with all applicable laws, regulations and contractual compliance. The following table provides the minimum retention requirements, unless contractual obligations dictate otherwise.

<u>Type of Document</u>	<u>Minimum Requirement</u>
Accounts payable ledgers and schedules	7 years
Accountants reports	Permanently
Bank reconciliations	4 years
Checks	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts, mortgages, notes and leases (still in effect)	Permanently
Correspondence (general)	3 months
Correspondence (legal)	Permanently
Correspondence (customers and vendors)	4 years
Deeds, mortgages, bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	4 years
Employment applications	3 years
Expense analyses	7 years
Year end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, claims reports	3 years
Internal audit reports	3 years
Inventories of products, equipment	7 years
Invoices	7 years
Minute book, bylaws, charter	Permanently
Payroll records and summaries	7 years
Personnel files	7 years after termination
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Volunteer disclosure forms (hard copy)	20 years
Volunteer disclosure forms (computer files)	2 years
Withholding tax statements	7 years

In-house Fire Proof Storage

The following documents are stored in fire proof cabinets: payroll and payroll tax filings (2 years); checks; network backup tapes; incorporation papers; bylaws; 501c3 determination letter; car titles; bank statements; archive information; current insurance policies; and investment information.

Archive

Records to be retained are stored in the metal container after 2 years of storage in our office. Records are boxed and labeled with a destruction date or marked permanent.

We back up our files every month and run on a mirror disk system.

If we are informed of an investigation or claim or potential lawsuit, the normal destruction policy will be suspended if appropriate.

Electronic Documents

Electronic documents shall be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule shall be maintained for the appropriate amount of time.