

## Record Retention and Destruction Policy

Description of record	Manner of record-keeping	Disposition
<b>Corporate/Organizational Records</b>		
Incorporation documents including articles of incorporation, bylaws, and related documents, insurance policies, real estate documents, leases, fire and safety reports.	Store in Corporate Records.	Permanent
Tax-exemption documents including application for tax exemption (IRS Form 1023) IRS determination letter, and any related documents.	Store in Corporate Records.	Permanent. Federal law requires copies of these documents to be held at organization's headquarters office and be made available for public inspection upon request.
Meeting/board documents including agendas, minutes, and related documents.	Compile and file records on yearly basis. Store in Corporate records.	Permanent. Care should be taken to include only necessary information in these documents.
<b>Financial Records</b>		
Year-end Auditor's Report and Financial Statement	Store in Corporate Records. Electronic copy available on company website for recent three years.	Permanent
Fixed Assets	At division, Egnyte	Permanent
Treasurer's reports, periodic	Compile and file records on a yearly basis	Three years. Store with financial records. Destroy after three years.
Bank statements, canceled checks, check registers, payroll information, and related documents.	Compile and file records on a yearly basis	Seven years. Store with financial records. Destroy after seven years.
Annual information returns (IRS Forms 990)	Store in Corporate records. Electronic copy available on company website for recent three years	Seven years. Federal law requires the three most recent years' returns be kept in the organization's head- quarters office and be made available for public inspection upon request.

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<b>Human Resources Records</b>		
Employee files, performance reviews, resumés, applications, drug test results, driving records, background checks.	Store in Corporate records.	Six years after employee or volunteer leaves company.
Time cards, time sheets.	Store in Corporate records.	Three years for paper records. 10 years for electronic records.
W2s, Payroll tax returns.	Store in Corporate records.	Destroy after seven years.
Payroll records, state unemployment tax records.	Store in Corporate records.	Permanent
Employment tax returns.	Store in Corporate records.	Four years.
Accident reports, workman's comp.	Store in Corporate records.	30 years after employee leaves company.
<b>Donor Relations Records</b>		
Grant applications, contracts	Store in Corporate records.	Seven years.
<b>Volunteer and Agency Records</b>		
Release of liability agreements, daily sign-in sheets, agency applications, agency certifications, agency onsite records	Compile and file records on yearly basis. Convert to electronic record.	Five years. Store with Corporate records. Destroy after five years.
<b>Inventory Records</b>		
Inventory records	Store in Corporate records.	7 years for electronic, paper records through audit the following year.

Destruction of documents should be completed by shredding. This should be authorized by the Executive Director or a central team employee. The destruction should be documented with the type of document destroyed, a signature of who authorized the shredding and the date of authorization, the date of destruction, how and/or where it was destroyed, and who completed the destruction. This destruction document should be saved by the Executive Director of each division.

