



Record Retention & Destruction Policy

Description of record(s)	Manner of record keeping	Disposition
I. Corporate/ organizational records:		
<ul style="list-style-type: none"> Incorporation documents including articles of incorporation, bylaws, and related documents 	Store in corporate records.	Permanent
<ul style="list-style-type: none"> 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 & be made available for public inspection upon request.
<ul style="list-style-type: none"> Meeting/board documents including agendas, minutes and related documents 	Compile & file records on yearly basis; Store in corporate records.	Permanent. Care should be taken to include only necessary information in these documents.
II. Financial records:		
<ul style="list-style-type: none"> Year end Auditor's Report & Financial Statement 	Store in corporate records. Electronic copy available on company website for recent 2 years.	Permanent
<ul style="list-style-type: none"> Treasurer's reports, periodic 	Compile & file records on yearly basis.	Three Years. Store w/financial records. Destroy after three years.
<ul style="list-style-type: none"> Bank statements, canceled checks, check registers, payroll information, and related documents 	Compile & file records on a yearly basis.	Seven Years. Store w/financial records. Destroy after seven years.
<ul style="list-style-type: none"> Annual information returns (IRS Forms 990) 	Store in corporate records. Electronic copy available on company website for recent 2 years.	Seven Years. Federal law requires that the three most recent years returns be kept in the organization's headquarters office & be made available for public inspection upon request.
IV. Volunteer records:		
<ul style="list-style-type: none"> Release of Liability Agreements 	Compile & file records on yearly basis. Convert to electronic record.	Five Years. Store with corporate records. Destroy after five years.
<ul style="list-style-type: none"> Daily Sign-In Sheets 	Compile & file records on yearly basis. Convert to electronic record.	Five Years. Store with corporate records. Destroy after five years.
VI. Human Resource records		
<ul style="list-style-type: none"> Employee files 	Store in corporate records.	Permanent