

RECORD RETENTION AND DESTRUCTION POLICY

1) Policy

This Policy represents the Amigos for Christ's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

2) Administration

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Amigos for Christ and the retention and disposal of electronic documents. The Director of Administration is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Amigos for Christ; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

3) Suspension of Record Disposal In Event of Litigation or Claims

In the event Amigos for Christ is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Amigos for Christ or the commencement of any litigation against or concerning Amigos for Christ, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

4) Applicability

This Policy applies to all physical records generated in the course of Amigos for Christ's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of {Name of Organization} on_____.

Appendix A – Record Retention Schedule

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to 'read' the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

Record Type

Retention Period

Accounts Payable & Accounts Receivable ledgers and schedules

7 years

Annual Audit Reports and Financial Statements

Permanent

Annual Audit Records, including work papers and other documents that relate to the audit

7 years after completion of audit

Bank Statements and Canceled Checks

7 years

Employee Expense Reports

7 years

General Ledgers

Permanent

Notes Receivable ledgers and schedules

7 years

Investment Records

7 years after sale of investment

B. CONTRACTS

Record Type

Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

7 years after expiration or termination

Comment: Some states may require longer retention period generally, or for specific types of contracts. A local attorney should be consulted.

C. CORPORATE RECORDS

Record Type

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Retention Period

Permanent

Licenses and Permits

Permanent

D. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.

- All e-mail—from internal or external sources—is to be deleted after 12 months.
- Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
- All {Name of Organization} business-related email should be downloaded to a service center or user directory on the server.
- Staff will not store or transfer Amigos for Christ-related e-mail on non-work-related computers except as necessary or appropriate for Amigos for Christ purposes.
- Staff will take care not to send confidential/proprietary Amigos for Christ information to outside sources.

2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.

3. Web Page Files: Internet Cookies

- All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

E. PAYROLL DOCUMENTS

| <u>Record Type</u> | <u>Retention Period</u> |
|--|---------------------------|
| Employee Deduction Authorizations | 4 years after termination |
| Payroll Deductions | Termination + 7 years |
| W-2 and W-4 Forms | Termination + 7 years |
| Garnishments, Assignments, Attachments | Termination + 7 years |
| Payroll Registers (gross and net) | 7 years |
| Time Cards/Sheets | 2 years |
| Unclaimed Wage Records | 6 years |

F. PERSONNEL RECORDS

| <u>Record Type</u> | <u>Retention Period</u> |
|---|--|
| Commissions/Bonuses/Incentives/Awards | 7 years |
| EEO- 1 /EEO-2 - Employer Information Reports | 2 years after superseded or filing (whichever is longer) |
| Employee Earnings Records | Separation + 7 years |
| Employee Handbooks | 1 copy kept permanently |
| Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training records. | 6 years after separation |

Record Type

Retention Period

Employment Contracts – Individual

7 years after separation

Employment Records - Correspondence with
Employment Agencies and Advertisements for Job
Openings

3 years from date of hiring
decision

Employment Records - All Non-Hired Applicants
(including all applications and resumes - whether
solicited or unsolicited, results of post-offer,
pre-employment physicals, results of background
investigations, if any, related correspondence)

2-4 years (4 years if file contains
any correspondence which
might be construed as an offer)

Job Descriptions

3 years after superseded

Personnel Count Records

3 years

Forms I-9

3 years after hiring, or 1 year
after separation if later

G. PROPERTY RECORDS

Record Type

Retention Period

Correspondence, Property Deeds, Assessments,
Licenses, Rights of Way

Permanent

Property Insurance Policies

Permanent

H. TAX RECORDS

Record Type

Retention Period

Tax-Exemption Documents
and Related Correspondence

Permanent

IRS Rulings

Permanent

Excise Tax Records

7 years

Payroll Tax Records

7 years

Tax Bills, Receipts, Statements

7 years

Tax Returns - Income, Franchise, Property

Permanent

| <u>Record Type</u> | <u>Retention Period</u> |
|--|--------------------------------|
| Tax Workpaper Packages - Originals | 7 years |
| Sales/Use Tax Records | 7 years |
| Annual Information Returns - Federal and State | Permanent |
| IRS or other Government Audit Records | Permanent |

I. CONTRIBUTION RECORDS

| <u>Record Type</u> | <u>Retention Period</u> |
|---|--------------------------------|
| Records of Contributions | Permanent |
| Documents evidencing terms, conditions or restrictions on gifts | Permanent |