

Record Retention Policy

A. GENERAL POLICY STATEMENT

1. The purpose of this policy statement is to allow the _____ Foundation (hereinafter the "Foundation") to identify, retain, store, and dispose of the Foundation's records in an appropriate, legally sound, and orderly manner.
2. Except as otherwise indicated, documents shall be retained for the number of years indicated in Part B.
3. Irrespective of the retention periods specified in Part B, upon (i) receiving notice of a lawsuit, government investigation, or other legal action against or involving the Foundation, or (ii) learning of circumstances likely to give rise to such an action, proceeding or investigation, all documents in any way relating to such matter shall be preserved and safeguarded.
4. No officer, director, employee, agent or member of the Foundation shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter.
5. Employees are expected to utilize documentation practices as trained and are required to comply with the documentation standards outlined in this policy. Failure to do so could result in disciplinary action, up to and including termination of employment. Employees with questions about this policy should consult with management or seek legal advice.
6. The Project Coordinator will maintain complete, accurate and high-quality records electronically or in local, damage-proof storage for the duration of the time periods provided for in this policy. Once any such time period is complete, the records are to be destroyed.
7. Documents maintained solely in electronic format will be scanned and retained in highly organized electronic folders on the Foundation's network in accordance with this schedule. All records or directories will be password protected and will be physically stored on separate network servers from their original server, with access only provided to the appropriate employee(s). Daily backups will be performed and the records will be stored off site in a security warehouse that meets the Foundation's strictest security handling and safety practice requirements. The Foundation's management shall conduct spot checks and visits to ensure the appropriate backup and handling of the information.
8. The Executive Director shall be responsible for authorizing, overseeing, and ensuring that records are destroyed pursuant to this policy. Destruction of paper files and electronic media will be performed by an independent, outside service for shredding and disposal. Disposal of specific electronic files will be performed by the Project Coordinator through the use of a scrubbing program. Disposal of records or electronic media into our general trash service is strictly prohibited.

B. RECORD RETENTION GUIDELINES

1. General Corporate Records	Type of Record Retention Period
Articles of Incorporation and amendments thereto	Permanently
Bylaws	Permanently
Meeting minutes	Permanently
Patents, trademark registrations, copyright registrations	Permanently
Property records (including leases, deeds, easements, rights of way, appraisals, costs, depreciation reserves, blueprints, plans, end-of-year trial balances, tax records)	Permanently
Membership ballots	3 years following the applicable vote
Membership applications	Membership term plus 1 year
Correspondence relating to member discipline matters	Membership term plus 5 years
Contracts (not otherwise specified herein)	5 years
2. Accounting, Finance and Tax Records	
Income tax returns and filings	Permanently
Audit reports of accountants	Permanently
Cash books	Permanently
Charts of accounts	Permanently
End-of-Year financial statements	Permanently
Federal and state tax bills and statements	7 years
Schedules, ledgers and other supporting documentation for financial statements and tax forms	7 years
Bank reconciliations	7 years
Bank account statements	7 years
Cancelled checks	7 years
Accounts payable and receivable	7 years
Budget data	7 years
Expense accounts, approvals, petty cash records	7 years
Invoices to members, customers and vendors	7 years
Warranty claims/claims of damage	7 years
3. Employer Policies, Personnel Records, and Payroll Documents	
Records related to the formulation of HR policies and an employee handbook	Permanently
Employee handbooks	Permanently
Position descriptions and corresponding files	3 years

Job postings, advertisements, non-employee applications and documents pertaining to employees not hired	2 years
Pre-hire employment statistics including race and gender data for applicants/candidates	2 years
Background check files including documents relating to criminal, driving, educational, financial, and employment backgrounds of applicants and employees	6 years plus current year after non-hire decision or separation of employment
Employment agreements, independent contractor agreements, and employee leasing agreements	6 years
Employee personnel files including information and documents related to: <ul style="list-style-type: none"> • Applications; • Hiring; • Performance evaluations, appraisals, reviews and supporting documentation; • Attendance; • Compensation; • Assignments; • Training and career development; • ADA interactive process and disability accommodations; • Discrimination or harassment complaints and any investigations and actions taken in response; • Promotions; • Demotions; • Discipline and adverse actions; • Layoff; • Transfer; • Termination; • Resignation; • Retirement; • Death 	6 years plus current year after separation of employment
Employee leave records including FMLA, military leave, and other personal leaves of absence	6 years plus current year after separation of employment
I-9 Forms	3 years or 1 year after separation of employment, whichever is later
Employment earnings and payroll records including withholding payroll records	7 years

Employee accident reports	10 years after separation of employment or termination of any outstanding claim, whichever is later
EEO compliance review files and reports	2 years
Adverse impact analyses and reports	2 years
Complaint case files (informal complaints, grievances, administrative charges and lawsuits)	6 years plus current year after separation of employment or until the resolution of the case, whichever is later
Unclaimed wages	10 years after report is sent

Note: Unclaimed wages are considered abandoned after 1 year and are reportable at that time.

4. Claims Files

Workers' compensation claims	6 years plus current year after separation of employment or until the resolution of the claim, whichever is later
Unemployment insurance/compensation claims	6 years plus current year after separation of employment or until the resolution of the claim, whichever is later

5. Insurance Records

Insurance policies, amendments, endorsements, and related correspondence	Permanently
Certificates of insurance issued or received	Permanently
Audits or adjustments	2 years after final adjustment

6. E-Mail and Other Correspondence

E-mail and any files attached thereto (unless other provisions of this policy apply)	180 days
Routine correspondence (no acknowledgment or follow-up required)	1 year
Internal Foundation correspondence	1 year
General inquiries and replies which complete a cycle of correspondence and have no value after possible reference from correspondent within a reasonable time	1 year
Correspondence requesting specific action which has no further value after changes are made or action has been taken	1 year

Correspondence pertaining to inconsequential subject matters or which definitely close correspondence and no further reference is necessary	1 year
Chronological correspondence files	1 year
Letters relating to the establishment of credit/credit turn-downs	5 years

Letters constituting all or part of a contract or that are important in clarification of certain points of a contract	Life of principal document that it supports
Letters denying liability of the Foundation	Life of principal document that it supports
Other letters that Foundation might need to produce in court to disprove liability or enforce Foundation's rights	Life of principal document that it supports

7. Digital Storage Media and Other Electronic Information

Employee hard drives and storage media	6 years plus current year after separation of employment
Network hard drives	2 years from cessation of use; 5 years if programs contained thereon are no longer used
Storage media used for routine backups of network information	1 month
Web site (archive version and current version)	3 years
Web site user records (i.e., login tracking information)	1 year
Source code (copyrighted, patented or protectable trade secrets)	Life of the copyright, patent, trade secret, or 5 years
Voicemail records (stored electronically)	90 days
Blogs (archive versions and current version)	3 years
Databases	2 years from cessation of use; 5 years if programs contained thereon are no longer used
Foundation instant messaging/chat (i.e., web site instant chat)	90 days
Employee instant messaging/chat (i.e., to friends or family)	30 days