

## Document Retention/Destruction Policy

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

### Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule. All of the following will be uploaded to I-Cloud offsite.

#### Corporate Records

Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent

#### Financial Records

Chart of Accounts	Permanent
Audits	Permanent
Financial statements	Permanent
Business expenses documents	Permanent
Bank deposit slips	Permanent
Investment records (deposits, earnings, withdrawals)	Permanent
Property/asset inventories	Permanent

#### Personnel Records

Employee applications and resumes	Permanent
Promotions, demotions, letter of reprimand, termination	Permanent
Job descriptions, performance goals	Permanent
Workers' Compensation records	Permanent
Salary ranges per job description	Permanent
I-9 Forms	Permanent
Time reports	Permanent

**Insurance Records**

Property Insurance policy	Permanent
Directors and Officers Insurance policy	Permanent
Workers' Compensation Insurance policy	Permanent
General Liability Insurance policy	Permanent
Insurance claims applications	Permanent
Insurance disbursements / denials	Permanent

**Contracts**

All insurance contracts	Permanent
Legal correspondence	Permanent
Loan / mortgage contracts	Permanent
Leases / deeds	Permanent
Vendor contracts	Permanent
Warranties	Permanent

**Donations / Funder Records**

Grant dispersal contract	Permanent
Grant applications	Permanent

**Management Plans and Procedures**

Strategic Plans	Permanent
Staffing, programs, marketing, finance, fundraising and evaluation plans	Permanent
Vendor contacts	Permanent
Disaster Recovery Plan	Permanent

**Document Protection**

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.