

# **Family First Credit Union**

## **Record Retention Policy**

### **Purpose**

The record retention policy is designed to notify Family First Credit Union of records and policies that should be retained and the duration of their retention in regards to NCUA regulations.

### **Board of Directors**

The Board of Directors authorizes the credit union to develop a policy for the retention of all its records and policies and the duration that they are kept. This is done in compliance with the requirements of the statute of limitations established by the state along with any other applicable laws and regulations.

### **Staff**

There will be designated staff to handle the management, retention and disposal of said records and policies. All staff will have access to the records and policies for their knowledge. Training will also be provided to staff with access to the records.

### **Schedule/Log**

A schedule of the retention of the policies will be created along with a disposal log stating the records that were destroyed, when they were destroyed, and who destroyed them. Also a storage log will be kept and it contains which records and policies are stored, where they are stored, and when they were stored. An audit of these logs will be done at least once a year.

### **Procedures**

Procedures or instructions will be created for inventorying, retaining, destroying, etc. of the records. Destruction of records will be done by at least two people.

Administrative Records	Retention Period
<ul style="list-style-type: none"> <li>• Charter</li> <li>• Bylaws and amendments</li> <li>• Certificate of share insurance</li> <li>• Certificate or licenses to operate various government programs</li> <li>• Minutes of meetings (annual shareholders meetings, board of directors, credit committee, and supervisory committee)</li> <li>• Minutes of Special Membership meetings</li> <li>• Supervisory committee annual audit</li> <li>• Supervisory committee records of member account verification</li> <li>• Abandoned property (escheat reports until payment to state)</li> <li>• Records preservation program and list of records destroyed</li> <li>• Copy of each financial report NCUA form 5300 or equivalent</li> <li>• Credit Union Profile Report</li> <li>• NCUA Form 4501 or equivalent and or state's credit union department at the end of each quarter</li> <li>• NCUA examination reports</li> <li>• Paid bond claims</li> </ul>	<b>Permanent</b>
<ul style="list-style-type: none"> <li>• Share and Loan balances for all members account</li> <li>• Financial report listing all of the institution assets and liabilities</li> <li>• Bank reconcilements</li> <li>• Listing of credit union's financial institutions, insurance, policies, and investments</li> <li>• Audit Reports and Record of account verification</li> <li>• General Ledger</li> <li>• Journal and Cash Record and EDP daily proof listing</li> <li>• Dormant accounts listing</li> <li>• Personnel Affirmative action plans/EEOC</li> <li>• Off premises record preservation log</li> </ul>	<b>Permanent with on and off site back-ups</b>
<ul style="list-style-type: none"> <li>• Court orders</li> </ul>	<b>7 years</b>
<ul style="list-style-type: none"> <li>• Powers of Attorney</li> </ul>	<b>6 years after account closed</b>
<ul style="list-style-type: none"> <li>• ATM Network Report/ Activity or Transaction Report</li> </ul>	<b>2 years</b>

• 1099 listing	<b>6 years following tax year</b>
• Security program and log	<b>Until superseded</b>
• Inventory of furniture and equipment and depreciation schedule	<b>4 years after tax filing</b>
• Bond (premium receipts and declaration page)	<b>Permanent</b>
• Insurance policies	<b>6 years</b>
• Insurance coverage report	<b>6 years</b>
• Personnel records	<b>6 years after termination</b>
• Application and resumes approved	<b>3 years</b>
• Application and resumes declined	<b>6 years</b>
• Personnel attendance records	<b>3 years</b>
• Safe deposit box access tickets	<b>2 years</b>
• Canceled signature cards for safety deposit boxes	<b>2 years after close</b>
• Copies of rent receipts (safety deposit boxes)	<b>2 years</b>
• Leases or contracts, vendor closed accounts	<b>2 years after close</b>
• Correspondence	<b>2 years after close</b>
• Forced entry records	<b>6 years</b>
• Records and/or contents of drilled safety deposit boxes	<b>6 years</b>
• Payroll records	<b>Comply with Fair Labor Standards Act, Federal Unemployment Act, etc. (4 years)</b>
• Immigration verification form (INS Form I-9)	<b>3 years after date of hire or 1 year after date termination per Immigration Reform and Control Act</b>
<b>Compliance Regulations</b>	<b>Retention Period</b>
<b>Evidence of Reg. B compliance</b> <ul style="list-style-type: none"> <li>• Applications, supporting information and required notifications (adverse action notices &amp; ECOA notice)</li> <li>• Pre- screened solicitations (text &amp; criteria)</li> <li>• Written compliances alleging violations of ECOA</li> <li>• Self-tests information related to Fair Lending</li> <li>• Right to Appraisal Notices/ waivers of that right</li> </ul>	<b>25 months ( 12 months for business credit over \$1 million gross revenue)</b>

<b>Evidence of Reg. E compliance</b> <ul style="list-style-type: none"> <li>EFT error resolution documents (logs, spreadsheets, memos, etc.)</li> <li>Error- related documentation (notice of error from sender support documentation, investigation)</li> </ul>	<b>2 years from date of notice of error</b>
<ul style="list-style-type: none"> <li>Wire Remittance Pre-payment Disclosure, receipt disclosure, or combined disclosure</li> <li>Change in terms notice</li> </ul>	<b>5 years</b>
<b>Evidence of Reg. Z compliance</b> <ul style="list-style-type: none"> <li>Applications, support materials</li> <li>TILA disclosures (initial &amp; closing)</li> <li>New Loan Estimate Form</li> <li>New Closing Disclosure</li> <li>Right of Rescission forms</li> <li>Evidence of compliance with requirements regarding periodic statements</li> <li>Copies of advertisements (including transcripts of non-print media)</li> <li>Copies of marketing materials used by the institution</li> </ul>	<b>5 years</b>
<b>Evidence of Reg. CC compliance</b> <ul style="list-style-type: none"> <li>Evidence of compliance with funds availability, notices, and other aspects with its procedures</li> </ul>	<b>2 years</b>
<b>NCUA Part 707 Compliance with Truth in Saving Act</b> <ul style="list-style-type: none"> <li>Must be able to show established procedures for paying interest/dividends. Rate and balance information must be sufficient to verify interest/dividends paid on accounts (samples disclosures needed)</li> </ul>	<b>2 years</b>
<b>Evidence of Reg. C compliance (HMDA)</b> <ul style="list-style-type: none"> <li>Complete register (LAR) and modified HMDA-LAR for public</li> <li>Public disclosure statement</li> </ul>	<b>3 years</b>  <b>5 years</b>
<b>Regulation V: Evidence of Fair Credit Reporting Act compliance</b> <ul style="list-style-type: none"> <li>Pre-approved/pre-screened credit offers (criteria, requirements for collateral, text)</li> </ul>	<b>3 years</b>

<b>Evidence of Reg. X (RESPA) compliance</b> <ul style="list-style-type: none"> <li>• HUD-1 Good Faith Estimate</li> <li>• HUD-1A Settlement form</li> <li>• New Loan Estimate Form</li> <li>• New Closing Disclosure</li> <li>• Applications, support information</li> <li>• Documents related to kickbacks and unearned fees retention</li> <li>• Affiliated Business Arrangement documents</li> <li>• Servicing Disclosure Statement</li> <li>• Record Keeping for Escrow Accounts</li> </ul>	<b>5 years (longer for items under investigation and/or dispute)</b>
<b>BSA</b> <ul style="list-style-type: none"> <li>• Currency Transaction Reports</li> <li>• CTR exemptions records</li> <li>• Large currency transaction forms</li> <li>• Correspondence for law enforcement or other agency</li> <li>• Member Identification Program (CIP)</li> </ul>	<b>5 years</b>
<ul style="list-style-type: none"> <li>• Suspicious Activity Report and supporting documentation</li> </ul>	<b>5 years from date of report (up to 10 years for items under investigation)</b>
<b>OFAC</b> <ul style="list-style-type: none"> <li>• Office of Foreign Assets Control Records of Compliance</li> </ul>	<b>5 years</b>
<b>National Flood Insurance Act</b> <ul style="list-style-type: none"> <li>• Flood Hazard Determination forms</li> <li>• Evidence of flood insurance if required</li> <li>• Notices of force-placed flood insurance</li> </ul>	<b>Life of the loan</b>
<b>Regulation D: Reserve Requirements for Depository Institutions</b> <ul style="list-style-type: none"> <li>• Daily Reserve Calculation</li> </ul>	<b>1 exam cycle</b>
<b>Regulation G&amp;H SAFE Mortgage Licensing Act</b>	<b>FI must submit and keep current (within 30 days) changes in information on Mortgage Loan Originators on the NMLS Registry</b>
<b>Regulation M: Consumer Leasing</b> <ul style="list-style-type: none"> <li>• Advertising and alternative disclosure (merchandise tags) relative to consumer leasing</li> </ul>	<b>2 years</b>
<b>Regulation P: Privacy of Consumer Financial Information</b>	<b>Evidence of procedures recommended for one exam cycle</b>

<b>Electronic Signatures in Global and National Commerce (E-SIGN Act)</b> <ul style="list-style-type: none"> <li>Must be able to show that procedures are in place to ensure consent and to ensure retainable forms are provided to consumers</li> </ul>	<b>Life of the loan</b>
<b>Servicemember's Civil Relief Act (SCRA)</b> <ul style="list-style-type: none"> <li>Loan documentation and work papers for any credit that has been designated under the SCRA for protection</li> </ul>	<b>Life of the loan</b>
<b>Homeowners Protection Act (HOPA)</b> <ul style="list-style-type: none"> <li>PMI disclosures</li> <li>Annual notice of right to cancel PMI</li> </ul>	<b>Life of the loan</b>
<b>Fair Housing Act</b> <ul style="list-style-type: none"> <li>All advertising and marketing is required to have equal housing disclosure or Fair Housing logotype</li> </ul>	<b>1 exam cycle</b>
<b>Ability to Repay (mortgage rules)</b> <ul style="list-style-type: none"> <li>Evidence of efforts to determine income, assets, and other Ability to Repay factors</li> </ul>	<b>Evidence of compliance (3 years)</b>
<b>HOEPA Rule (mortgage rules)</b> <ul style="list-style-type: none"> <li>List of housing counseling agencies that meets the summary of data instructions for Housing Counseling Agency</li> </ul>	<b>Must have list available for all federal-related mortgage applicants</b>
<b>Loan Originator Rule (mortgage rules)</b> <ul style="list-style-type: none"> <li>Records of all compensation paid loan originators</li> <li>Loan Originators compensation agreements or contracts</li> </ul>	<b>3 years after of the date of each receipt or payment</b>

<b>Mortgage Servicing Rules (Small Servicing Exemption may apply)</b>	<b>Retention Period</b>
<b>Mortgage Servicing File</b> <ul style="list-style-type: none"> <li>Schedule of transactions, instruments, communication with borrower notes, data fields relating to loan, documents provided to borrower regarding error resolution or loss mitigation</li> </ul>	<b>2 year after loan discharged/transferred</b>
<b>Prompt Payment, Crediting, and Statements</b> <ul style="list-style-type: none"> <li>Written request and evidence of compliance</li> </ul>	<b>1 exam cycle</b>
<b>Force-placed insurance</b> <ul style="list-style-type: none"> <li>Disclosure letter</li> </ul>	<b>Life of the loan</b>
<b>Error resolution and info request</b> <ul style="list-style-type: none"> <li>Evidence of compliance</li> </ul>	<b>Must recognize request within 5 business days and</b>

	<b>respond in 30 (keep a log)</b>
<b>Early intervention with delinquent borrowers</b> <ul style="list-style-type: none"> <li>• Disclosure</li> <li>• Log</li> <li>• Training</li> <li>• Evidence of compliance</li> </ul>	<b>Keep copies of notices with loan file.</b> <b>Small Service Exemption</b>
<b>Continuity of contact with delinquent borrowers</b>	<b>Keep copies of notices with loan file.</b> <b>Small Service Exemption</b>
<b>Loss Mitigation Procedures</b> <ul style="list-style-type: none"> <li>• Evidence of compliance</li> <li>• Tracking</li> <li>• Loss mitigation applications</li> </ul>	<b>Keep copies of notices with loan file (keep at least 1 year after discharge date)</b> <b>Small Service Exemption</b>
<b>Member Records</b>	<b>Retention Period</b>
Individual deposit/share and loan history	<b>7 years</b>
Periodic statements (data)	<b>7 years</b>
Payroll deduction authorization	<b>4 years cancellation of authorization</b>
Court orders, judgments and releases of members' accounts	<b>5 years</b>
Membership application/Account agreement	<b>Permanent/Until superseded</b>
Withdrawals	<b>5 years</b>
Deposits	<b>5 years</b>
E- Journal	<b>1 year</b>
<b>Trial balances, automated or non-automated</b>	
<ul style="list-style-type: none"> <li>• If statement or account history retained</li> </ul>	<b>Optional</b>
<ul style="list-style-type: none"> <li>• If no alternate record</li> </ul>	<b>5 years</b>
<b>Form 1099</b> <ul style="list-style-type: none"> <li>• 1099 listing, summary</li> </ul>	<b>3 years</b>
IRA account records	<b>7 years after close</b>
Checks paid	<b>7 years</b>
Stop payment request	<b>2 years from last renewal date</b>
Undelivered statements	<b>5 years</b>
Daily record of overdrafts	<b>Optional</b>
Deposits slips	<b>1 year</b>
Periodic statements of member	<b>Permanent</b>
Zero balance report	<b>1 month</b>
Change of Address records	<b>1 year</b>
Dormant account	<b>Permanent</b>
Return item record	<b>5 years</b>

<b>Loan Records</b>	<b>Retention Period</b>
Loan applications approved and denied	<b>25 months after loan is closed or denied</b>
Loan application denial notice	<b>25 months from date of member notification</b>
Disclosure statements	<b>2 years after date disclosures are required to be made</b>
Security agreement	<b>Loan is paid in full or collateral is released</b>
Financing (UCC-1) statement or verification of vehicle lien	<b>Loan is paid in full or collateral is released</b>
Real estate mortgage	<b>Loan is paid in full, then release</b>
Notice of rescission	<b>2 years or loan is paid in full (whichever comes first)</b>
Abstracts, deeds, titles insurance, insurance policies, etc.	<b>Loan is paid in full</b>
Security agreement for property held by the credit union	<b>Loan is paid in full and property is returned</b>
Receipt for Return of Property	<b>7 years from date of return of property</b>
Collateral held by the credit union (stock, CD's, insurance policies, jewelry, etc.)	<b>Loan is paid in full or until released. Return to borrower and obtain receipt</b>
Insurance loss payable notices	<b>Until superseded or until collateral is released</b>
Borrower's and co-maker's credit reports and financial statements	<b>Loan is paid in full</b>
Credit disability insurance forms	<b>Loan is paid in full</b>
Open End Agreements to Pay	<b>Permanent</b>
Canceled open end agreements	<b>7 years after canceled</b>
Credit committee minutes	<b>Permanent</b>
Charged off loans and records	<b>10 years after paid in full</b>
Flood insurance certificates	<b>Life of the loan</b>
Hazard insurance policies	<b>Life of the loan</b>
List of cancelled credit cards	<b>1 year</b>
1098 data	<b>5 years</b>



<b>Credit Union Investments</b>	<b>Retention Period</b>
Documents evidencing investment of funds	<b>3 years after close</b>
Safekeeping records and receipts	<b>5 years after close</b>
Broker confirmations	<b>2 years</b>
Broker invoices	<b>2 years</b>
Broker statements	<b>3 years</b>
Descriptive literature on securities disposed of	<b>2 years</b>
Buy and sell agreement (mortgage backed securities)	<b>2 years after maturity or sale</b>

<b>Collections Documents</b>	<b>Retention Period</b>
Bankruptcy Records	<b>10 years</b>
Charge Off Accounts	<b>7 years</b>
Delinquent Loan Report	<b>7 years</b>
Delinquent Loan Statistics	<b>2 audit cycles</b>
Judgments	<b>10 years</b>
Paid Collection Files	<b>6 years after paid debt</b>
Closed Collection Files	<b>Based on likelihood of future repayment</b>
<b>Organizational/Other</b>	<b>Retention Period</b>
Correspondence - General	<b>4 years</b>
Correspondence - Government	<b>Permanent</b>
Correspondence – NCUA	<b>Permanent</b>
Credit Union Policies	<b>Permanent</b>
Documents regarding CU owned property	<b>Permanent</b>
Federal Credit Union Act (current edition)	<b>Permanent</b>
Government Manuals (current edition)	<b>Permanent</b>
Joint membership agreements	<b>Permanent</b>
Liquidation Documents	<b>5 years after cancellation of charter</b>
Liquidation documents demonstrating payment of creditors and equitable distribution of member shareholdings	<b>5 years following date of cancellation of CU charter</b>
Special Credit Union Rules and Regulations	<b>Permanent</b>
Taxation Correspondence	<b>6 years</b>
ACH documents necessary to resolve questions re: handling of items and to resend items	<b>6 years</b>
ACH Processed Register	<b>6 years</b>
ACH Returns and Adjustments	<b>6 years</b>
Billing Dispute documentation of required actions	<b>2 years after settlement of dispute</b>

Deposit Slips/credit tickets for each transaction or equivalent direct deposit or wire transfer over \$100	<b>5 years</b>
Wire transfer debit and credit entries	<b>5 years</b>
Wire transfer log	<b>5 years</b>
Bank Books	<b>6 years</b>
Bank Deposit slips	<b>6 years</b>
Bank Statements (CU's accounts)	<b>6 years</b>
Cash Rec'd Voucher	<b>6 years</b>
Certified Check Receipts	<b>6 years</b>
CU Investment Records	<b>6 years</b>
Dividend Register	<b>Permanent</b>
Earning Records (payroll)	<b>6 years</b>
Financial Statements	<b>Permanent</b>
Financial Statistical Reports	<b>Permanent</b>
Interest Refund payment records	<b>6 years</b>
Invoices, bills and statements (paid)	<b>6 years</b>
Money Order Register	<b>6 years</b>
Monthly proof tapes of share and loan ledgers	<b>2 audit cycles</b>
Share and Loan Ledger	<b>Permanent</b>
Statement of Financial Condition	<b>Permanent</b>
Statement of Income and Expense	<b>Permanent</b>
Statement of Members	<b>Permanent</b>
Subsidiary Expense Ledgers	<b>Permanent</b>
Unclaimed Property Report	<b>Permanent</b>
Beneficiary designation cards (insurance)	<b>Permanent</b>
Borrower insurance claims (paid)	<b>6 years</b>
Credit Disability Insurance Report	<b>4 years</b>
Creditor Disability Insurance claims paid	<b>6 years</b>
Group Insurance Deduction Authorization	<b>4 years after closed</b>
Life savings Insurance claims paid	<b>6 years</b>
Loan protection Insurance Reports	<b>4 years</b>

<b>Member Loan Doc</b>	<b>Retention Period</b>
Adverse Action Notice	<b>25 months unless examination for violation exists then until final disposition of violation</b>
Appraisals on Real Estate	<b>25 months after notice of action taken</b>
Approved Loan Application (including monitoring information, information used in evaluating application)	<b>25 months after payoff *** 6 years recommended</b>
Billing Dispute	<b>2 years following settlement of dispute</b>
Billing error notice	<b>2 years</b>
Closing Disclosure (and all related documents)	<b>5 years after consummation</b>
Consumer Leasing Disclosures	<b>2 years</b>
Credit Reports	<b>3 years following the date on which an offer of credit is made</b>
Denied Loan Applications (including monitoring information, information used in evaluating application)	<b>25 months after application received</b>
Dept of Motor Vehicles documents	<b>4 years after loan payoff</b>
Disclosures	<b>2 years after loan payoff</b>
Equal Credit Opportunity Act documentation	<b>25 months</b>
Escrow Account Documents	<b>5 years following when the servicer last serviced the escrow account</b>
Escrow Cancellation Notice (Escrow Closing Notice)	<b>2 years after disclosure is provided</b>
Fair Credit Reporting Act (evidence of compliance, credit worthiness criteria, requirements for furnishing collateral as condition of loan)	<b>Information obtained for use in making offers of credit or insurance not initiated by the member - 3 years</b>
Good faith estimate of settlement (RESPA)	<b>3 years from Settlement date</b>
HMDA Loan Application Register	<b>3 years</b>
HMDA Mortgage Loan disclosure documents	<b>5 years from report date</b>
HUD-1 and HUD-1A	<b>5 years from settlement date</b>

Individual loan ledger	<b>Permanent</b>
Intent to proceed	<b>2 years after action is taken</b>
Interest Refund payment record	<b>6 years</b>
Loan Estimate	<b>3 years after consummation</b>
Loans	<b>6 years after loan payoff</b>
Open end request vouchers	<b>4 years after loan payoff</b>
Real Estate Loan Documents	<b>4 years after loan payoff</b>
Rejected, withdrawn or incomplete loan application	<b>25 months from date CU notifies applicant of action on application or of incompleteness</b>
Report of loans drawn over credit limit	<b>2 audit cycles</b>
Report of new loans	<b>2 audit cycles</b>
RESPA member disclosures	<b>1 year after mortgage discharge or sale to another servicer</b>
RESPA Affiliated Business disclosure	<b>5 years</b>
Sample TILA disclosures for HELOC and ARM	<b>2 years</b>
Statement of purpose for loans over \$10,000	<b>5 years</b>
Transfer of Servicing Rights Disclosure	<b>5 years following settlement</b>

<b>Accounting/Operations</b>	<b>Retention Period</b>
Check register	<b>6 years</b>
CU checks	<b>7 years</b>
Member drafts cancelled	<b>6 years</b>
Member drafts paid	<b>5 years</b>
Monetary instrument purchase log (TR 90-06)	<b>5 years</b>
Money orders or instruments drawn on CU	<b>7 years</b>
Voided CU checks	<b>4 years</b>
Voided Money orders	<b>4 years</b>
Record of robberies, burglaries and non-employee larcenies attempted or committed	<b>Permanent</b>
Declaration of Forgery	<b>6 years</b>
Blocked property, accounts and transferred funds report	<b>5 years after unblocked</b>
Annual Report of Blocked Property	<b>5 years</b>
Customer Identification program (including verification of beneficial owners for legal	<b>5 years after record is made</b>

entities) records of discrepancies in identification information and resolution methods and results	
Legal entity beneficial owner identification records	<b>5 years after the date the account is closed</b>
Exemption Master List (Bank Security Act Reporting)	<b>5 years after most recent change is made</b>
Exemption Statement (Bank Security Act Reporting)	<b>5 years after most recent change is made</b>
International Transportation Report (Form 4790)	<b>5 years</b>

<b>Membership Doc</b>	<b>Retention Period</b>
Authorization for share to loan transfer	<b>4 years after loan payoff</b>
Beneficiary Designation Cards	<b>Permanent</b>
Certificates of Deposit	<b>6 years after maturity</b>
Closed Account Report	<b>Permanent</b>
Customer Identification program documents	<b>5 years after account closed or, for credit cards 5 years after account closed or dormant</b>
Daily Overdraft Reports	<b>1 year following audit</b>
Deceased Member Documentation	<b>Permanent</b>
Deposit slips (cash transactions over \$100)	<b>5 years</b>
Expedited Funds Availability notices and disclosures including evidence of procedures reasonably ensuring receipt	<b>2 years</b>
Liens (federal or state tax, judicial)	<b>7 years</b>
Notice of CU invocation of statutory exception to funds availability schedule for check holds	<b>2 years or, if under investigation or per regulatory agency, after final disposition of matter</b>
Records to reconstruct a share draft account or trace a share draft or check over \$100	<b>5 years</b>
Remote banking notices and disclosures including evidence of procedures reasonably ensuring receipt	<b>2 years</b>
Signature Guarantees	<b>6 years</b>
Taxpayer Identification and Certification	<b>Permanent</b>
Taxpayer Identification numbers for all having an interest in a CD	<b>5 years after account closed</b>
Truth in Lending compliance documentation	<b>2 years after date disclosure is required to be made or</b>

	<b>action is required to be taken</b>
Truth in Savings compliance documentation including advertising, disclosures, rate schedule, maturity notice and renewal certification agreement	<b>2 years after date disclosures are to be made or action is required to be taken</b>

<b>Administration</b>	<b>Retention Period</b>
Correspondence	<b>6 years after tax due</b>
Employer's Annual Federal Unemployment Tax Return (Form 940)	<b>6 years following tax year</b>
Employer's Quarterly Contribution Report	<b>6 years following tax year</b>
Employer's Quarterly Federal Tax Return (Form 941)	<b>6 years following tax year</b>
Magnetic Media Reports (tax related)	<b>6 years following tax year</b>
Mortgage Interest (Form 1098)	<b>6 years following tax year</b>
Reconciliation of Income Withheld from Wages (Form W-3)	<b>6 years following tax year</b>
Sales and Use Tax records	<b>6 years following tax year</b>
Social Security Tax records	<b>6 years following tax year</b>
Tax Bills	<b>6 years following tax year</b>
Tax Statements	<b>6 years following tax year</b>
Unemployment Tax Records	<b>6 years following tax year</b>
US Information Return (Form 1096)	<b>6 years following tax year</b>
US Information Return (form 1099 reporting income paid)	<b>6 years following tax year</b>
Wage and Tax Statement (Form W-2)	<b>6 years following tax year</b>

## Policy Review

The Board of Directors and Records Retention Policy will be reviewed and updated by the Board of Directors as needed on an annual basis.