

## Appendix A | US Record Retention Schedule

### Record Categories

- Corporate Records
- Accounting + Corporate Tax Records
- Bank Records
- Payroll + Employment Records
- Human Resources Records
- Donor + Grants Records
- Federal Funds Records
- Program Agreements
- Legal, Insurance + Safety Records

### Definitions

- **Record** – a document or record of the organization retained for legal, business, historical or reference purposes
- **Record Type** – records having a common characteristic or operational purpose
- **Steward** – the department that will track the record once the retention period begins and dispose of it appropriately
- **Retention Period** – the time period a record will be kept by the organization for legal, business, historical or reference purposes
- **Steward** – for the purposes of this Policy the term “**Steward**” shall mean the area or person who will hold the final repository of the relevant documentation and not the area or person responsible to administer or to take actions in respect to the related matter, except for the purposes of recording or deleting the relevant documents according to the rules of this Policy.

### Retention Schedule: All periods represented in years

- Special handling instructions or destruction requirements are to be identified with the corresponding record.

#### Corporate Records

Record Type	Steward	Retention Period
501c3 determination letter	Finance	permanent
Form 1023	Finance	permanent
Articles of Incorporation	Legal/Finance	permanent
Bylaws	Legal/Finance	permanent
Board meeting minutes	OCEO	permanent
Board policies + resolutions	OCEO	permanent
Annual Secretary of State Reports	Administration	permanent
Fixed Asset Records	Finance	permanent
State licenses, registrations, reports, and qualifications	Finance	permanent
Conflict of interest disclosure forms	Legal/Finance	7
Significant correspondence (general)		7

#### Accounting + Corporate Tax Records

Record Type	Steward	Retention Period
Auditor Reports + year end financial statements	Finance	permanent
Depreciation records	Finance	permanent

IRS Form 990 - Tax Returns	Finance	permanent
State tax exemption materials (including sales, income, franchise, etc.)	Finance	permanent
State tax filings	Finance	permanent
General ledger	Finance	7
Business Expense Reports	Finance	7
IRS Form 1099	Finance	7
IRS Form 5500	Finance	7
Journal Entries	Finance	7
Invoices	Finance	7
General, cash receipts, cash disbursement, and purchase journals	Finance	7

### Bank Records

Record Type	Steward	Retention Period
Checks registers	Finance	7
Bank deposit slips, reconciliations, statements	Finance	7
Electronic funds transfer documents	Finance	7

### Payroll + Employment Records

Record Type	Steward	Retention Period
Payroll journal	Finance	permanent
Employee payroll records: direct deposit, final deduction + garnishments	Finance	7
Payroll tax returns	Finance	7
W-2 statements	Finance	7
Employee taxes	Finance	7
State withholding	Finance	7
State unemployment tax records	Finance	7

### Human Resource Records

Record Type	Steward	Retention Period
Employee accident reports	Human Resources	7 from termination
Employee payroll records – FLSA	Human Resources	term +5
Employment agreements	Human Resources	7 from termination
Employee separation agreement	Human Resources	7 from termination
Employment changes or terminations	Human Resources	7 from personnel action
Hiring + exit records	Human Resources	7
Compensation reports, salary + rate changes	Human Resources	7
<u>Keep locked + separate from personnel files</u>		
I-9 Forms	Human Resources	3 from termination
Medical records + workers compensation claims	Human Resources	7

Background checks	Human Resources	1
Disciplinary action reports	Human Resources	1 from termination

### Benefits

Record Type	Steward	Retention Period
Actuarial reports, associated ledgers + journals	Human Resources	permanent
COBRA records	Human Resources	7
FMLA records (including denied requests)	Human Resources	7
Retirement benefits records	Human Resources	permanent
Group Disability records	Human Resources	7
Pension plans	Human Resources	permanent

### Donor + Grant Records

Record Type	Steward	Retention Period
Donations - Grants, Endowments, Restricted donations (contracts)	Finance	7 years after termination
Donations - Individual	Finance	7 years

### Federal Funds Records

Record Type	Steward	Retention Period
Records related to a federal award	Finance	3 from completion

### Program Agreements

Record Type	Steward	Retention Period
Tbd	Tbd	Tbd

### Legal, Insurance + Safety Records

Record Type	Steward	Retention Period
Copyrights + trademark registrations	Marketing	permanent
Insurance claims	Legal / Finance	permanent
Legal engagement letters	Legal / Finance	permanent
Vendor contracts	Legal / Finance	7 after termination
Facility leases	Legal / Finance	7 after termination
Foreign partnership agreements	Legal / Finance	7
Expired insurance policies	Finance	Permanent
Workers' compensation audit reports	Human Resources	7