

Giving Children Hope

Document Retention and Destruction Policy

PURPOSE

This policy provides for the systematic review, retention and destruction of documents created or received by Second Harvest Food Bank in connection with the transaction of organizational business regardless of physical form. It ensures that all records necessary for business and compliance reasons will be retained for a period of time that will assure their availability when needed but for no longer than reasonably necessary. This policy is designed to ensure compliance with laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Giving Children Hope's operations by promoting the efficiency of storage retrieval and space. It is important for administrative personnel to know the length of time records should be retained to be in compliance.

SCOPE

Giving Children Hope will adhere to the minimum requirements listed in the attached Table for all categories. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

Categories of documents may be added, as appropriate. If established guidelines or regulations do not exist for a new category, Giving Children Hope will adhere to best practices within the non-profit community.

Electronic documents will be retained under the same guidelines as paper documents.

RESPONSIBILITIES AND PROCEDURES

The Director of Administration is responsible for assigning a staff member to oversee the policy and to review documents at least semi-annually. A list of documents to be destroyed will be approved by the Director of Administration before action is taken.

Failure to comply with this policy can result in civil or criminal sanctions to the organization and disciplinary actions against those responsible.

Documents containing financial, donor or personnel information will be shredded.

Document destruction will be suspended immediately upon any indication of an official investigation or lawsuit concerning company files appears imminent. Destruction will be reinstated only upon conclusion of the investigation.

Record Retention Guidelines

The following chart provides a general guideline for the retention of many records, but the specific holding periods for any record retention policy should be given careful scrutiny by management and legal advisors in light of any pending investigations, regulated industry requirements or contract covenants. In addition to these guidelines, Giving Children Hope will consider any industry standards that may affect the holding period of records due to unusual legal circumstances.

Accounting Records:

Auditors' report and annual financial statements.....	Permanently
Bank statements and deposit slips.....	7 years
• Fixed Assets.....	7 years
• General.....	7 years
• Payroll.....	7 years
• Taxes (payroll related).....	7 years
• Taxes (income).....	Permanently
Cash disbursements journal.....	Permanently
Cash receipts journal.....	Permanently
Chart of accounts.....	Permanently
Deeds, mortgages, bills of sale.....	Permanently
Electronic payment records.....	7 years
Employee expense reports.....	7 years
Fixed asset records (invoices, depreciation schedules).....	Permanently
Freight bills and bills of lading.....	7 years
General journal.....	Permanently
General ledger.....	Permanently
Inventory listings and tags.....	7 years
Invoices: Sales to customers/credit memos..	7 years
Patent/Trademark and related papers.....	Permanently
Payroll Journal.....	Permanently
Purchases.....	7 years
Purchase journal.....	Permanently
Purchase orders.....	7 years
Sales or work orders.....	7 years
Subsidiary ledgers (accounts receivable, accounts payable, equipment).....	7 years
Time cards and daily time reports.....	7 years
Training manuals.....	Permanently
Trial balances – year-end.....	Permanently

Insurance Records:

Accident reports and settled claims.....	6 years
Fire inspection and safety reports.....	7 years
Insurance policies (after expiration).....	7 years

Legal Documents:

Articles of incorporation and bylaws.....	Permanently
Amendments to above.....	Permanently
Buy-sell agreements.....	Permanently
Contracts and leases (after exp.).....	7 years
Employment agreements.....	7 years
Legal correspondence.....	Permanently
Minutes.....	Permanently
Partnership agreements.....	Permanently
Stock certificates and ledgers.....	Permanently

Tax Records:

IRS or FTB Adjustments.....	Permanently
Payroll tax returns.....	Permanently
Property basis records.....	Permanently
Sales and use tax returns.....	Permanently
Tax returns & cancelled checks for payments....	Permanently

Personnel Records:

Child labor certificates and notices.....	3 years
Employment eligibility verification (I-9 form) (from date of termination).....	3 years
Employment application (from date of term.)...	2 years
Help wanted ads and job opening notices.....	2 years
Personnel files (from date of term.).....	4 years
Records of job injuries causing loss of work.....	5 years
Safety: chemical and toxic exposure records....	30 years
Union agreements and individual employee contracts (from date of term.).....	3 years

Employee Benefit Plan Records:

Actuarial reports.....	Permanently
Allocation and compliance testing.....	6 years
Brokerage/Trustee statements supporting investments.....	Permanently
.....	6 years
Financial statements.....	Permanently
General ledger and journals.....	6 years
Information returns (Form 5500).....	6 years
Internal Revenue Service/Department of Labor correspondence.....	Permanently
Participant communications related to distributions, terminations & beneficiaries....	6 years
Plan and Trust agreements.....	Permanently

Individual Records:

Tax Returns (after filing).....	6 years
Medical Bills (after payment).....	6 years
Forms 1099 (after plan term.).....	6 years
IRA records (deductible & nondeductible) (after account termination).....	6 years
Loan records (after payoff).....	6 years
Insurance policies (after expiration).....	6 years
Major purchase receipts (after purchase).....	6 years
Year-end brokerage statements (after securities deposit).....	6 years
Certificate of deposit statements (after maturity).....	6 years

Type of Document	Min. Requirement
CORPORATE RECORDS:	
Annual Reports to Secretary of State	Permanent
Articles of Incorporation and By-Laws	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
IRS Application for Tax Exempt Status	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
ACCOUNTING RECORDS:	
Annual Audited Financial Statements	Permanent
General Journal	Permanent
General Ledger	Permanent
Trial Balance (Year End)	Permanent
Cash Disbursement Journal	Permanent
Cash Receipts Journal	Permanent
Chart of Accounts	Permanent
Fixed Asset records and Depreciation Schedules	Permanent
Bank Statements, Deposit Slips, Check Registers	7 years
Accounts Payable Documentation	7 years
Accounts Receivable Documentation	7 years
Inventory Records	7 years
Sales Invoices to Agencies	7 years
Journal Entries	7 years
TAX RECORDS:	
IRS Form 990 Tax Returns	Permanent
State Tax Returns	Permanent
IRS Forms 1099	7 years
Payroll Tax Returns	Permanent
State Unemployment Records	Permanent
W-2 Statements	7 years
LEGAL, INSURANCE AND SAFETY RECORDS:	
Correspondence (legal matters)	Permanent
Insurance Policies	Permanent
Real Estate Deeds, Mortgages & Bills of Sale	Permanent
Stock & Bond Records	Permanent
Leases	6 Years after expiration
General Contracts	4 Years after expiration
Accident Reports	5 Years

OSHA Documents	5 Years
PAYROLL AND EMPLOYMENT RECORDS	
Employment Agreements	7 Years after termination
Retirement Plan Documents	Permanent
Job Opening Notices	2 Years
Employment Applications/Background Checks	2 Years
Personnel Files (From Date of Termination)	5 Years
Timesheets and Reports	7 Years
Payroll Journals	Permanent
I-9 Forms	3 Years after termination
DONOR AND GRANT RECORDS:	
Donor Records and Acknowledgment Letters	7 Years
Grant Applications and Contracts	7 Years
OTHER BUSINESS RECORDS:	
Internal audit reports	3 Years
Inventories of products, materials & supplies	7 Years