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| Lake Area United Way |  |
| Policy No:  Records Retention and Destruction | Executive Director signature: |
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| Created: June 11, 2013 | Board President signature: |
| Reviewed: July 20, 2016 |  |

Lake Area United Way (“Lake Area United Way”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Lake Area United Way may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

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| **Type of Document** | **Minimum Requirement** |
| Accounts payable ledgers and schedules | 7 years |
| Annual audit reports and financial statements | Permanently |
| Annual budgets | 2 years |
| Annual reports | Permanently |
| Bank reconciliations | 2 years |
| Bank statements | 3 years |
| Cell phone reimbursement records and supporting documents | 3 years |
| Contracts, mortgages, notes and leases (expired) | 7 years |
| Contracts (still in effect) | Permanently |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (donors and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications/resumes | 3 years |
| Expense analyses/expense distribution schedules | 7 years |
| Year-end financial statements | Permanently |
| General ledgers and year end trial balances | Permanently |
| Grant proposals | 7 years after completion of grant period |
| Health insurance reimbursement records and support documentation | 7 years |
| Insurance policies (expired) | 3 years |
| Insurance records, current accident reports, claims, policies, etc. | Permanently |
| Internal audit reports | 3 years |
| Inventories of equipment, material, and supplies | 7 years |
| Investment records | 7 years after sale of investment |
| Invoices (to donors/customers, from vendors) | 7 years |
| Licenses and permits | Permanently |
| Material of historical value (including pictures and publications) | Permanently |
| Minute books, bylaws and articles of incorporation | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years |
| Records of contributions | Permanently |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently, publically available for 3 years |
| Timesheets | 7 years |
| Travel expense records and supporting documentation | 7 years |
| Withholding tax statements and returns | 7 years |

**Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning**

Lake Area United Way’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Lake Area United Way operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**Document Destruction**

The Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

**Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Lake Area United Way and its employees and possible disciplinary action against responsible individuals. The Executive Director and Board Chair will periodically review these procedures with legal counsel or the Lake Area United Way’s certified public accountant to ensure that they are in compliance with new or revised regulations.