

## Community Resource Center Document Management and Retention and Schedule Policy

**PURPOSE:** The Sarbanes-Oxley Act makes it a federal crime to destroy, conceal or alter documents that are, or may be, the subject of a federal investigation or litigation. A document management, retention and destruction policy helps limit accidental or innocent document destruction, and it also sets the procedure if a federal investigation ever takes place. The Act employs a very broad definition for the word 'records' - anything that contains information about the Community Resource Center's (CRC) plans, results, policies, or performance. It is fair to say anything with words or numbers can be considered a record.

### **POLICY:**

It is the policy of the CRC to maintain a document management and retention system. Records and documents outlined in this policy include paper, electronic files, and voicemail records regardless of where the document is stored (e.g., locked on-site, off-site, or secured cloud, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities). The CRC will maintain a regular business practice of systematic document destruction according to the CRC Procedure for Document Management and Retention Schedule.

#### **1. Current CRC Policy Documents:**

- All policy documents generated by the CRC shall be reviewed for relevance on a tri-annual basis.
- The electronic version will be designated the "Master" document. All printed copies will be considered "Uncontrolled".

#### **2. New Policies:**

- The CRC executive committee meets to define the scope and write the new policy.
- The new policy document is presented to the Board of Directors for approval.
- The new policy is published and implemented.

#### **3. Policy Management. All policies will be labeled with the following information:**

- Date of Issue
- Date of Approval
- Version and revision level
- Change description (if applicable)
- Annual review date
- Printed Copies of Uncontrolled

Personnel Responsible for Administration of this Policy: Executive Director

**Associated Documents:**

CRC Document Management and Retention Schedule

CRC Employee and Volunteer Handbook

**Document Change Log**

Document Changed	Change Made	Date Approved	Version

## Document Retention Schedule

This Document Retention Schedule is part of the Community Resource Center **Document Retention Policy**.

### 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.

Definition of original: first copy of archetype; that from which another instrument is transcribed, copied, or imitated.

Type of Document	Time to Retain	How to Retain
Accounts Payable Ledgers and Schedules	7 Years	Originals
Annual Tax Filing (IRS Form 990)	Permanent	Originals
Article of Incorporation	Permanent	Originals
Attorney General State Solicitation License/Renewal Solicitation Application	Permanent	Originals
Audit Reports	Permanent	Originals
Bank Deposit Slips	7 Years	Originals

Bank Reconciliations/Bank Statements (Filed Together)	3 Years	Current Year Originals – Previous Year Electronic
Board Meeting Minutes & Committee Meeting Minutes/Notes	Permanent	Originals
Board Policies	Permanent	Electronic
By Laws & Charter	Permanent	Originals
Business Expenses Documents – Bills from Vendors	7 Years	Originals
Check Stubs (for Important Payments and Purchases – i.e. Fixed Asset Purchases, Settlements, Other Payouts)	Permanent	Originals
Consultant Client Files - Current	3 Years	Electronic
Consultant Client Files – Past	2 Years	Electronic Archives
Contracts, Mortgages, Notes and Leases (Expired)	7 Years	Originals
Contracts (Still in Effect)	Permanent	Current Year Originals – Previous Year Electronic
General Digital and Hard Copy Correspondence Excluding Marketing, Promotional, Solicitations, PSAs, Mass Emails, Digital Junk Mail	2 Years	Electronic
Correspondence (Legal and Important Matters)	Permanent	Originals
Credit Card Receipts	7 Years	Originals

Deeds, Mortgages, and Bills of Sale	Permanent	Original
Depreciation Schedules	Permanent	Original
Directors and Officers Insurance Policy	Permanent	Current Year Originals – Previous Year Electronic
Documents Involved in a Current or Potential Investigation or Litigation	2 Years After Appeal Period	Originals
Financial Software Backups	7 Years	Electronic
Financial Statements	7 Years	Electronic
Financial Statements – Year End (Audited)	Permanent	Current Year Originals – Previous Year Electronic
General Ledger Permanent	7 Years	Electronic
General Liability Insurance policy	Permanent	Current Year Originals – Previous Year Electronic
Grant Applications	7 Years	Electronic
Grant Awards	7 Years	Current Year Originals – Previous Year Electronic
Insurance Policies (Expired)	3 Years	Originals
Insurance Claims Applications	Permanent	Current Year Originals – Previous Year Electronic
Insurance Disbursements/Denials	Permanent	Current Year Originals – Previous Year Electronic

Insurance Records, Accident Reports, Claims, Policies, etc.	Permanent	Current Year Originals – Previous Year Electronic
Inventories of Products, Materials, and Supplies	7 Years	Current Year Originals – Previous Year Electronic
Investment Records (Deposits, Earnings, Withdrawals)	7 Years	Current Year Originals – Previous Year Electronic
Invoices (To Customers)	7 Years	Current Year Originals – Previous Year Electronic
IRS Form 1023 Application for Tax Exempt Status	Permanent	Original
Human Resource Files – Job Applicants	3 Years	Originals
Human Resource Files – Current Employees	Permanent	Originals
Human Resource Files – Past Employees	7 Years	Originals
Letter of Determination from Granting Tax Exempt/Charitable Status (501(c)(3) Letter)	Permanent	Original
Patents and Related Papers	Permanent	Original
Payroll Ledger and Summaries	7 Years	Current Year Originals – Previous Year Electronic
Payroll Tax Returns and Worksheets (Forms 941, 1028 and 5080)	Permanent	Current Year Originals – Previous Year Electronic
Petty Cash Receipts/Documents	3 Years	Originals
Property Insurance Policy	Permanent	Original

Retirement and Pension Records	Permanent	Electronic
SIMPLE Plan	7 Years	Current Year Originals – Previous Year Electronic
State Nonprofit Corporation Annual Report	7 Years	Originals – Previous Year Electronic
State Sales Tax Exemption Documents (Sales Tax Exemption Certificates – Form #3372)	5 Years	Current Year Originals – Previous Year Electronic
Timesheets	7 Years	Current Year Originals – Previous Year Electronic
Trademark Registrations and Copyrights	Permanent	Original
Withholding Tax Statements W4's (Federal/State/City)	7 Years	Current Year Originals – Previous Year Electronic
Workers' Compensation Insurance Policy Permanent	Permanent	Current Year Originals – Previous Year Electronic
Workers' Compensation Records/Claims and Internal Audit	Permanent	Current Year Originals – Previous Year Electronic
W-2 Statements and 1099's	7 Years	Current Year Originals – Previous Year Electronic
W-9 and Vendor Ins. Certificates	7 Years	Current Year Originals – Previous Year Electronic