**[CORPORATION]**

**DOCUMENT DESTRUCTION & RETENTION POLICY**

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_

Revised: \_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Directors of **[CORPORATION]** (the "Corporation") adopt the following Policy in order to strengthen its existing policies and procedures, maintain and exemplify “best practices,” and comply with applicable law and regulation.

1. The Corporation Board of Directors, staff and volunteers must be aware that it is a crime to destroy, alter, cover up, or falsify any document2 (or persuade anyone else to do so) to prevent its use in an official proceeding (for example, litigation or administrative proceeding, governmental investigation, or bankruptcy proceeding).

1. If an official investigation is underway or even suspected, the Board must stop any document purging in order to avoid criminal charges for obstruction of justice. This includes any automatic deletion or destruction of electronic data, such as e-mail, voice mail or other electronic messages.
2. Similarly, if litigation is reasonably anticipated, document purging must be stopped. This includes any automatic deletion or destruction of electronic data, such as e-mail, voice mail or other electronic messages.
3. The Board of Directors will adopt and maintain a written, mandatory document retention and periodic destruction schedule (the "Document Retention Schedule") to help limit accidental or innocent document destruction.
4. The Board of Directors will monitor, justify, and carefully administer the document destruction process.
5. The Board of Directors will maintain appropriate records about its operations, and will also regularly dispose of unnecessary and outdated documents in accordance with the Document Retention Schedule.
6. The Board, its officers, or another Committee of the Board's designation, has responsibility for oversight of compliance with this Policy.

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1 Nonprofit organizations are required by federal law to adopt a document and retention/destruction policy (Public Company Accounting Reform and Investor Protection Act of 2002, "Sarbanes-Oxley). This is one of two requirements of Sarbanes-Oxley that apply to nonprofits, which are otherwise not subject to that federal legislation.

2 "Document" includes email, voicemail and other electronic messages or data.

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| **THE CORPORATION** |   |
| **Record Retention Schedule** |   |
|  |   |
| **Types of Records** |  | **3 Yrs** |  | **7 Yrs** |  | m**Indefin. Yrs** |   |   |
| Accounts payable ledgers & schedules |  |  |  | X |  |  |   |   |
| Accounts receivable ledgers & schedules |   |   |   | X |   |   |   |   |
| Company policy & practice manuals |   |   |   |   |   | X |   |   |
| Audit reports |   |   |   |   |   | X |   |   |
| Bank statements |   | X |   |   |   |   |   |   |
| Bank reconciliations |   | X |   |   |   |   |   |   |
| Canceled Checks |   | X |   |   |   |   |   |   |
| Charts of accounts |   |   |   |   |   | X |   |   |
| ***Contracts & leases*** |   |   |   |   |   |   |   |   |
| Expired |   |   |   |   |   |   |   |   |
| Still in effect |   |   |   |   |   | X |   |   |
| Corporate Articles of Agreement and By-Laws |   |   |   |   |   | X |   |   |
| ***Correspondence*** |   |   |   |   |   |   |   |   |
| General |   | X |   |   |   |   |   |   |
| Legal & important matters only |   |   |   |   |   | X |   |   |
| Routine vendors |  | X |   |   |   |   |   |   |
| Depreciation schedules |   |   |   |   |   | X |   |   |
| Donation records of endowment funds and of significant restricted funds |   |   |   |   |   | X |   |   |
| Donation records, other |   |   |   | X |   |   |   |   |
| Employee personnel records (after termination) |   |   |   | X |   |   |   |   |
| Employee W-2s and payroll tax returns |   |   |   | X |   |   |   |   |
| Employment applications |   | X |   |   |   |   |   |   |
| Financial records/schedules used in preparation of tax returns (from date return filed) |   | X |   |   |   |   |   |   |
| Financial statements (year-end: other months optional) |   |   |   |   |   | X |   |   |
| General Ledgers, end-of-year trial balances |   | X |   |   |   |   |   |   |
| Insurance policies (including expired policies) |   |   |   |   |   | X |   |   |
| Inventories |   | X |   |   |   |   |   |   |
| ***Invoices*** |   |   |   |   |   |   |   |   |
| From vendors |   | X |   |   |   |   |   |   |
| Minutes of annual, directors and committee meetings |   |   |   |  |   |  X |   |   |
| Ownership of property, real estate. patents, trademarks, copyrighted documents (from date of ownership) |   |   |   |   |   | X |   |   |
| Payroll records & summaries |   |   |   | X |   |   |   |  |
| Pension/Retirement documents & records |   |   |   |   |   | X |   |   |
| Petty cash vouchers |   | X |   |   |   |   |   |   |
| Purchase orders |   | X |   |   |   |   |   |   |
| Receipt records (sales, etc.) |   | X |   |   |   |   |   |   |
| Subsidiary ledgers |   | X |   |   |   |   |   |   |
| Tax returns and Applications for Tax Exemption |   |   |   |   |   | X |   |   |
| Telephone Message Books |   |   |  |  |   |   |   |   |
| Time sheets |   |   |   | X |   |   |   |   |
| Volunteer records |   |  |   |   |   |  X |   |   |
| Vouchers for payment to employees for reimbursement, allowances, etc. |   |   |   | X |   |   |   |   |
|   |  |   |   |   |   |   |   |   |
| Warning: All permitted document destruction shall be halted if [CORPORATION] is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the chief executive officer. |

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