

**Document Retention and Destruction Policy**

This policy provides for the systematic review, retention and destruction of documents received or created by Alliance for Nevada Nonprofits (ANN) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate ANN’s operations by promoting efficiency and freeing up valuable storage space.

**Document Retention**

ANN follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

|  |  |  |
| --- | --- | --- |
| **Corporate records** |  | **Length of Retention** |
| Articles of incorporation |  | Permanent |
| Board meeting and board committee minutes |  | Permanent |
| Board policies/resolutions |  | Permanent |
| By-laws |  | Permanent |
| Fixed asset records |  | Permanent |
| IRS application for tax-exempt status (Form 1023) |  | Permanent |
| IRS determination letter (if applicable) |  | Permanent |
| State sales tax exemption letter |  | Permanent |
| Contracts (after expiration) |  | 7 years |
| Correspondence (general) |  | 3 years |
|  |  |  |
| **Accounting and corporate tax records** |  |  |
| Annual audits and financial statements |  | Permanent |
| Depreciation schedules |  | Permanent |
| General ledgers |  | Permanent |
| IRS Form 990 |  | Permanent |
| Business expense records |  | 7 years |
| IRS Form 1099 |  | 7 years |
| Journal entries |  | 7 years |
| Invoices |  | 7 years |
| Petty cash vouchers |  | 3 years |
| Cash receipts |  | 3 years |
| Credit card receipts |  | 3 years |
|  |  |  |
| **Bank Records** |  |  |
| Check registers |  | Permanent |
| Bank deposit slips |  | 7 years |
| Bank statements and reconciliation |  | 7 years |
| Electronic fund transfer documents |  | 7 years |
|  |  |  |
| **Payroll and employment tax records** |  |  |
| Payroll registers |  | Permanent |
| State unemployment tax records |  | Permanent |
| Earnings records |  | 7 years |
| Garnishment records |  | 7 years |
| Payroll tax returns |  | 7 years |
| W-2 statements |  | 7 years |
|  |  |  |
| **Employee records** |  |  |
| Employment and termination agreements |  | Permanent |
| Records relating to promotion, demotion or discharge |  | 7 years after termination |
| Accident reports and workers’ compensation records |  | 5 years |
| **Salary schedules** |  | 5 years |
| Employment applications |  | 3 years |
| I-9 forms |  | 3 years after termination |
| Time cards |  | 3 years |
|  |  |  |
| **Donors and grants receivable** |  |  |
| Donor records and acknowledgement letters |  | 7 years |
| Grant applications and contracts |  | 5 years after completion |
|  |  |  |
| **Legal, insurance and safety records** |  |  |
| Appraisals |  | Permanent |
| Copyright registrations |  | Permanent |
| Insurance policies |  | Permanent |
| Trademark registrations |  | Permanent |
| Leases |  | 6 years after expiration |
| OSHA Documents |  | 5 years (except as required) |
| General contracts |  | 3 years after termination |

**Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, 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 email 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**

ANN records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping ANN operating in an emergency have been duplicated and are kept off-site.

**Document Destruction**

The Executive Director is responsible for the ongoing process of identifying its records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Upon any indication of an official investigation or when a lawsuit is filed or appears imminent, document destruction will be suspended immediately. Destruction will be reinstated upon conclusion of the investigation.

**Compliance**

Failure on the part of ANN to follow this policy may result in possible civil and criminal sanctions against ANN and its employees; and possible disciplinary action against responsible individuals. The board advocacy committee will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.