**Document Type** **Retention Period**

# Accounting and Finance

Accounts Payable 7 years

Accounts Receivable 7 years

Annual Financial Statements and Audit Reports Permanent

Bank Statements, Reconciliations & Deposit Slips 7 years

Canceled Checks – routine 7 years

Canceled Checks – special, such as loan repayment Permanent

Credit Card Receipts 3 years

Employee/Business Expense Reports/Documents 7 years

General Ledger Permanent

Interim Financial Statements 7 years

# Contributions/Gifts/Grants

Contribution Records Permanent

Documents Evidencing Terms of Gifts Permanent

Grant Records 7 yrs after end of grant period

# Corporate and Exemption

Articles of Incorporation and Amendments Permanent

Bylaws and Amendments Permanent

Minute Books, including Board & Committee Minutes Permanent

Annual Reports to Attorney General & Secretary of State Permanent

Other Corporate Filings Permanent

IRS Exemption Application (Form 1023 or 1024) Permanent

IRS Exemption Determination Letter Permanent

State Exemption Application (if applicable) Permanent

State Exemption Determination Letter (if applicable) Permanent

Licenses and Permits Permanent

Employer Identification (EIN) Designation Permanent

# Correspondence and Internal Memoranda

Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.

Hard copy correspondence and internal memoranda

relating to routine matters with no lasting significance Two years

Correspondence and internal memoranda important to

the organization or having lasting significance Permanent, subject to review

# Electronic Mail (E-mail) to or from the organization

Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.

E-mails considered important to the organization or

of lasting significance should be printed and stored

in a central repository . Permanent, subject to review

E-mails not included in either of the above categories 12 months

# Electronically Stored Documents

Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important

to the organization or of lasting significance should

be printed and stored in a central repository (unless

the electronic aspect is of significance). Permanent, subject to review

Electronically stored documents not included in either

of the above categories Two years

# Employment, Personnel and Pension

Personnel Records 10 yrs after employment ends

Employee contracts 10 yrs after termination

Retirement and pension records Permanent

# Insurance

Property, D&O, Workers’ Compensation and

General Liability Insurance Policies Permanent

Insurance Claims Records Permanent

# Legal and Contracts

Contracts, related correspondence and other

supporting documentation 10 yrs after termination

Legal correspondence Permanent

# Management and Miscellaneous

Strategic Plans 7 years after expiration

Disaster Recovery Plan 7 years after replacement

Policies and Procedures Manual Current version with revision

 history

# Property – Real, Personal and Intellectual

Property deeds and purchase/sale agreements Permanent

Property Tax Permanent

Real Property Leases Permanent

Personal Property Leases 10 years after termination

Trademarks, Copyrights and Patents Permanent

# Tax

Tax exemption documents & correspondence Permanent

IRS Rulings Permanent

Annual information returns – federal & state Permanent

Tax returns Permanent