

DOCUMENT RETENTION AND DESTRUCTION POLICY

Retention of business records and documents as directed by the Chief Executive Officer and the Director of Finance and Administration by the Sarbanes-Oxley Act would be responsible for monitoring the agency's implementation of these policies, and anyone destroying business records and documents without the expressed permission of one or both of these employees will be in violation of this policy. Violation of this policy will result in criminal charges.

The following list provides the minimum requirements for document retention which includes destruction of records in accordance with contractual requirements. If you have a question concerning retention, please contact the Chief Executive Officer or Director of Finance and Administration.

Type of Document	Minimum Requirement
Accounts Payable Ledgers and Schedules	7 years
Audit Report	Permanently
Bank Reconciliations	7 years
Bank Statements	7 years
Board Minute Books, Bylaws	Permanently
Checks (for important payments & purchases)	Permanently
Client files	7 years
Contracts, Rent and Leases (expired)	10 years
Contracts (still in effect)	Permanently
Correspondence (general)	5 years
Correspondence (legal & important matters)	Permanently
Correspondence (with clients and vendors)	5 years
Correspondence (Accounting)	5 years
Depreciation Schedules	Permanently
Duplicate Deposit Slips	5 years
Employment Applications Not Hired	2 years
Expense Analyses/Expense Distribution Schedules	7 years
Financial Statements, Year End	Permanently
Fixed Assets Inventory	Permanently
Insurance Policies (expired)	10 years
Insurance Records, Accident Reports, Claims	10 years
Payroll Records and Summaries	7 years
Personnel Files (terminated employees)	7 years
Retirement and Pension Records	Permanently
Tax Returns and Worksheets	Permanently
Timesheets	7 years
Withholding Tax Statements	7 years

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