

Faith's Lodge
DOCUMENT RETENTION POLICY
June 13, 2012

Faith's Lodge has a written, mandatory document retention and periodic destruction policy. This policy will eliminate accidental or innocent destruction of documents. In addition, it is important for all personnel to know the length of time records should be retained to be in compliance with all applicable legal requirements.

DOCUMENT RETENTION SCHEDULE

Department	Record Type	Record	Minimum Retention Period	Method
Finance	Accounts Payable	System reports	7 years	Shred
		Vendor invoices	7 years	Shred
		Customer correspondence	2 years	Shred
	Accounts Receivable	System reports	7 years	Shred
		Customer. invoices	7 years	Shred
	Cash Receipts	System reports	7 years	Shred
		Deposit support	7 years	Shred
	Payroll	Registers & Reports	7 years	Shred
		Payroll returns	7 years	Shred
	Bank	Statements	10 years	Shred
		Cancelled checks	10 years	Shred
		Bank reconciliations	7 years	Shred
		Checks for important payments & purchases	Permanent	n/a
	Audit	Audit reports	Permanent	n/a
		Staff work papers	Permanent	n/a
Internal audit reports		3 years	Shred	
Financial Statements Internal		Permanent	n/a	
Depreciation Schedules		Permanent	n/a	
Inventory Listing	General ledger	Permanent	n/a	
	Expense analysis/ distribution schedules	7 years 7 years	Shred Any	
Tax Returns	File copies	Permanent	n/a	
	Internal work papers	Permanent	n/a	
Contracts & Agreements		7 years after end	Shred	
Insurance	Claims	7 years	Shred	
	Policies	Permanent	n/a	
	Expired policies	3 years	Shred	

Department	Record Type	Record	Minimum Retention Period	Method
	Finance Committee	Meeting minutes	Permanent	n/a
Human Resources		Employee file	7 years	Shred
		Medical file	7 years	Shred
		Job applications	3 years	Shred
		Withholding tax statements	7 years	Shred
		Time logs	7 years	Shred
		Retirement & pension records	Permanent	n/a
		Payroll records & summaries	7 years	Shred
Administration		Vehicle records	5 years after sale	Shred
		Deeds, mortgages, bills of sales	Permanent	n/a
		Legal construction documents, inspections, change orders, blueprints	Permanent	n/a
Executive Director		Board minutes	Permanent	n/a
		Trademark registration & copyrights	Permanent	n/a
		Bylaws, charter, Articles of Incorporation	Permanent	n/a
Development	Events	Donations	7 years	Shred
		Applications	7 years	Shred
		Sponsors	7 years	Shred
	Donor Files	General	Permanent	n/a
		In-kind	Permanent	n/a
		Grant requests	Permanent	n/a
All Staff	Correspondence	General	2 years	Shred
		Legal & important matters	Permanent	n/a
		E-mail		
		Voice mail		
Program Directors		Client records	7 years	Shred
		Program reports		

Date Approved by Faith's Lodge Board of Directors: April 10, 2012