

# Yolo Community Foundation

## Document Retention and Destruction Policy

In accordance with best practice guidelines, Yolo Community Foundation has adopted the following document retention and destruction guidelines.

**Permanent Records.** Some records will be kept permanently:

- Incorporation documents, including articles of incorporation, bylaws, and related documents
- Tax-exemption documents, including application for tax exemption (IRS Form 1023), IRS determination letter(s), and related documents
- Board meeting agendas, minutes and related documents
- Annual financial statements
- Legal correspondence
- Scholarship recipient information
- Property records
- Retirement plan documents, amendments, and summary plan descriptions
- Trademark registrations

**Seven years.** Other documents can be safely disposed of after seven years:

- Bank statements, canceled checks, check registers, investment statements
- Annual information returns (IRS Form 990)
- Grant documents
- Payroll records
- Low-income housing records
- Accounts receivable/payable details
- Committee records and proposals

**Three years.** Still other documents need only be retained for three years:

- Periodic treasurer's reports and financial statements
- Scholarship applications
- Selection committee records
- Personnel records for terminated employees
- Employment applications

### Storing Documents

Documents will be stored in a way that keeps them reasonably safe from access by unauthorized individuals as well as from theft and physical damage caused by fire, flood, insects, rodents, temperature and humidity. Copies of Yolo Community Foundation's tax-exemption documents and annual information returns for the past three years are kept at our headquarters and made available for public inspection upon request. Electronic storage may be used as a cost-effective way to maintain documents. This system reliably transfers, stores, indexes, preserves, and retrieves the documents. It also easily allows them to be converted to legible paper copies, has reasonable controls to ensure the accuracy of the records, and not subject to restrictions that would inappropriately limit access to the records.

### Disposal

The Executive Director may dispose of records that no longer need to be kept by shredding or recycling them depending upon the sensitivity of the information contained in them.

The following table provides the minimum requirements.

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
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
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

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