

USHJA POLICY STATEMENT

Subject: Document Retention

Policy Number: GA115

Date of Board Adoption: October 14, 2010

Board Approved Effective Date: October 14, 2010

DOCUMENT RETENTION POLICY OCTOBER 2010

PURPOSE - The purpose of this policy is to promote the proper treatment of corporate records of USHJA and to specify how important documents of the organization should be retained, protected and eligible for destruction. The policy also ensures that documents are available and promptly provided to authorities in the course of legal investigations and/or lawsuits.

GENERAL GUIDELINES – In general, for cost management and ease of accessibility of pertinent documents, records should not be kept if they are no longer needed for the operation of the organization or required by law. From time to time, USHJA may establish and revise document retention policies and schedules for categories of documents to ensure legal compliance, preserve intellectual property and to enhance cost management. Several categories of documents and retention times have been established and are listed in this policy. Retention of documents which do not fall into the specific categories should be determined primarily by application of these general guidelines as well as the exception below regarding litigation relevant documents.

EXCEPTION OF LITIGATION RELEVANT DOCUMENTS – USHJA expects all Officers, Directors, Committee Members and Staff to comply with the current document retention policy and schedules, noting the exception, however, which provides that if those Officers, Directors, Committee Members and Staff believe or are informed by USHJA that organization records are relevant to litigation or potential litigation (i.e., a dispute which could result in litigation), those records shall be preserved until it is determined by the appropriate parties that they are no longer needed. This exception supersedes any policy retention or destruction schedule.

DOCUMENT PROTECTION –Documents, including hard copy, online, computer backup and other media, will be stored in a protected environment provided by USHJA for the duration of the Document Retention Schedule.

DOCUMENT DESTRUCTION – Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by commercially acceptable and proven means to destroy such media after they have been retained until the end of the Document Retention Schedule. Documents requested and subpoenaed by legally authorized personnel will be provided to same within ten business days. The provision will be authorized by either the CEO or Executive Committee. No documents will be concealed, altered or destroyed with the intent to obstruct an investigation or litigation.

DOCUMENT RETENTION SCHEDULE – The following types of documents will be retained for the following periods of time and at least one copy of each document will be retained according to the following schedules.

DOCUMENT RETENTION SCHEDULE

CORPORATE RECORDS

Permanently Retained

- Articles of Incorporation
- Certificate of Incorporation
- IRS Form 1023
- Letter of Determination granting tax-exempt status
- By-Laws
- Board Policies and Resolutions
- Board Meeting Minutes
- Sales Tax Exemption Documents
- Tax ID number designation
- Annual Corporate Filings

FINANCIAL RECORDS

Permanently Retained

- Chart of Accounts
- Fiscal Policies and Procedures
- Audits
- Financial Statements
- General Ledger

Retained for Seven Years

- Check Registers/Books
- Business Expense Documents

- Bank Deposit Slips
- Canceled Checks
- Invoices
- Investment Records (deposits, withdrawals, earnings)
- Property/Asset Inventories

Retained for Three Years

- Petty Cash Receipts/Documents
- Credit Card Receipts

TAX RECORDS

Permanently Retained

- Annual IRS Form 990
- NY/KY Charitable Registration Forms
- Payroll Registers

Retained for Seven Years

- Filings of Fees to Professionals
- Payroll tax withholdings
- Earnings Records
- Payroll Tax Returns
- W-2 Statements

PERSONNEL RECORDS

Permanently Retained

- Employee Job Offers
- Employment Confirmation Letters
- Benefits Description per employee
- Pension Records, if applicable

Retained for Seven Years After Termination

- Employee Applications/Resumes
- Promotions, Demotions, Reprimands, Termination Documents
- Job Descriptions, Performance Goals

Retained for Five Years

- Worker's Compensation Records
- Salary Ranges per Job Description
- I-9 Forms (five years after termination)

Retained for Three Years After Termination

- Time Reports
- Insurance Records, if applicable

INSURANCE

Permanently Retained

- Policies
- Accident Reports/Claims

CONTRACTS

Permanently Retained

- All Insurance Contracts
- Employee Contracts
- Construction Contracts and Correspondence
- Loan/Mortgage Agreements
- Leases/Deeds
- Capital Campaign Agreements

Retained for Seven Years After Expiration of Contract Term

- Vendor Contracts
- Warranties

- Sponsor Agreements, excluding Capital Campaign Agreements

DONATION RECORDS

Permanently Retained

- Grant Dispersal Contracts

Retained for Seven Years

- Donor Lists
- Grant Applications
- Donor Acknowledgements

MANAGEMENT PLANS/PROCEDURES

Retained for Seven Years

- Strategic Plans
- Staffing, Programs, Marketing, Finance, and Fundraising Plans

LIABILITY WAIVERS AND RELEASES

Retained for Three Years After Date of Signing

- If signed by party over the age of eighteen

Retained for Twenty One Years After Date of Signing

- If signed on behalf of a minor

E-MAILS

Retained for Five Years

CORRESPONDENCE

Permanently Retained

- Legal/Important/Confidential

Retained for Three Years

- General

TRADEMARKS/COPYRIGHTS

Permanently Retained

VOTING RECORDS

Permanently Retained

COMMITTEE DOCUMENTS

Permanently Retained

- Minutes of Meetings
- Confidential Materials