

Clayton Dabney for Kids with Cancer
Document Retention and Destruction Policy

I. Purpose

This policy provides for the systematic review, retention and destruction of documents received or created by Clayton Dabney for Kids with Cancer ("Clayton Dabney") in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations to eliminate accidental or innocent destruction of records and to facilitate the Clayton Dabney's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

The Foundation follows the document retention schedule outlined below. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

CORPORATE RECORDS

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies / Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent

FIXED ASSETS RECORDS

IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

ACCOUNTING AND CORPORATE TAX RECORDS

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years

Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
BANK RECORDS	
Check Deposits	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
PAYROLL and EMPLOYMENT TAX RECORDS	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years
EMPLOYEE RECORDS	
Employment & Termination Agreements	Permanent
Retirement & Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports & Worker's Comp. Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
1-9 Forms	3 years after termination
Time Cards	2 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications & Contracts	5 years after completion
LEGAL, INSURANCE AND SAFETY RECORDS	
Ap_12raisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
"Stock and Bond Records	Permanent
Trademark Registrations	Permanent

Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	5 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained on the same schedule as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. Accordingly, employees will store any electronic documents of any type they are required to retain in accordance with this policy, either in the form of a paper document or in a separate electronic folder.

V. Emergency Planning

Clayton Dabney's records will be stored in a safe, secure and accessible manner. All electronic records, including essential accounting and financial records, will be backed up at least weekly and maintained off site.

VI. Document Destruction

The Executive Director is responsible for the ongoing process of identifying Clayton Dabney records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction of some or all types of records will be suspended immediately, upon any in dictation of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be resumed when the reason for the suspension no longer exists.

VII. Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against the Clayton Dabney and its employees or contract staff and possible disciplinary action against responsible individuals. The Executive Director will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with all applicable legal requirements and best practices.

Approved by the Board of Directors of Clayton Dabney for Kids with Cancer on this 2nd day of August 2018.

