

Document Retention and Destruction Policy

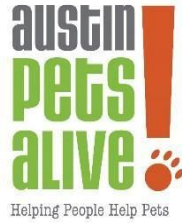
Austin Pets Alive!: last updated 2.9.2018

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by staff;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).



Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Adoption Contracts	5 years
Articles of Incorporation	Permanently
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Board Minutes	Permanently
Bylaws	Permanently
Checks (for important payments and purchases)	Permanently
Contracts, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
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
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other	10 years
Duplicate deposit slips	2 years
Employment applications	3 years
Employment tax records	5 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
IRS 501c3 Letter of Determination	Permanently
Owner Surrender Forms	5 years
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years

Tax returns and worksheets	Permanently
Timesheets	7 years
Withholding tax statements	7 years