



FAMILY OF WOMEN

RECORDS RETENTION POLICY

I. POLICY. To comply with the requirements of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any documents or records with the intent of impeding or obstructing any official proceeding, it is the policy of this corporation that all directors, officers, employees, and volunteers will comply with the following retention guidelines set out in this policy.

This policy covers all documents and records, regardless of physical form, including electronic records and emails.

The disposal of documents or records shall be suspended if at any time the corporation is being investigated or audited by any governmental agency or is involved in any litigation for which those documents or records could reasonably be relevant.

Documents or records that are not listed, but which are substantially similar to those listed in the schedule will be retained for the same length of time as the similar documents.

Any director, officer, employee, or volunteer who knowingly violates this policy and destroys documents or records before the time period shown in the guidelines below shall be subject to disciplinary action up to and including termination.

This policy is also intended to eliminate the unnecessary storage and retention of records for the most efficient operation of the corporation.

II. RETENTION GUIDELINES

Corporate Records

Articles of Incorporation.....	Permanent
State Registrations and Business Licenses (originals).....	Permanent
State Registrations and Business License (renewals).....	Permanent
IRS Application for Tax-Exempt Status (Form 1023).....	Permanent
IRS Determination Letter.....	Permanent
State Sales Tax Exemption Letter.....	Permanent
Board Meeting and Board Committee Minutes.....	Permanent
Board Policies/Resolutions.....	Permanent
By-laws.....	Permanent
Fiscal Policies and Procedures.....	Permanent

Fixed Asset Records.....	Permanent
Current Inventory and Assets.....	Permanent*
Construction Documents.....	Permanent
Annual Reports to Secretary of State/ Attorney General.....	Permanent
Contracts (after expiration)	7 years Warranties
Correspondence (general)	3 years

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Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Audit Reports of Accountants	Permanent
Quickbooks (electronic files).....	Permanent
Depreciation Schedules	Permanent
General Ledgers.....	Permanent
IRS 990 Tax Returns	Permanent
Federal and State Tax Bill and Statements.....	3 years
Schedules and Other Supporting Documentation for Financial Statements and Tax Forms	7 years
Budget Data.....	3 years
Business Expense Records	7 years
Cancelled checks.....	7 years
IRS 1099s	7 years
Investment records (deposits, earnings, withdrawals).....	7 years
Invoices	7 years
Journal Entries	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
Advertiser History Files	7 years

Bank Records

Check Registers.....	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 withholdings	7 years
Payroll tax returns.....	7 years

W-2 Statements.....7 years

Employee Records

Employee offer letters.....Permanent
Confirmation of employment lettersPermanent
Employment and Termination AgreementsPermanent
Retirement and Pension Plan DocumentsPermanent
Job descriptions, performance goals.....7 years
after termination
Records Relating to Promotion, Demotion or Discharge7 years after
termination
Accident Reports and Worker's Compensation Records5 years
Salary Schedules5 years
Employment Applications.....3 years
1-9 Forms.....3 years after
termination
Time Cards2 years

Outside Contractor Management Records

Management Contracts7 years after
termination
Monthly Management Reports3 years
Outside Contractor Management Proposals3 years

Fundraising and Programs

Grant Dispersal Contract.....Permanent
Donor Lists7 years
Donor Records and Acknowledgement Letters.....7 years
Grant Applications and Contracts5 years after
completion
Newsletter Archives
(electronic and hardcopy –5 copies/issue).....Permanent
Conference Archives (electronic)10 years
Conference Registration Brochure and Program (hard copy)10 years
Resource Documents for Ongoing Programs.....Permanent*

Legal, Insurance and Safety Records

Appraisals.....Permanent
Copyright RegistrationsPermanent
Environmental StudiesPermanent
General Liability Insurance Policy.....Permanent
Insurance Claims ApplicationsPermanent
Property Insurance Policy.....Permanent
Directors and Officers Insurance Policy.....Permanent
Workers' Compensation Insurance PolicyPermanent

Insurance Disbursements/Denials	Permanent
Other Insurance Policies	Permanent
Real Estate Documents.....	Permanent
Stock and Bond Records	Permanent
Trademark and Copyright Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contractor.....	3 years after termination
Legal correspondence	2 years
Liability Waivers	7 years
Records of Sexual Harassment Complaints and Actions Taken in Response.....	5 years
Routine Correspondence, Form Letters, and Notes That Require No Follow-up.....	2 years
Correspondence Related to Any Unusual Circumstances	7 years
Correspondence Beneficial to Ongoing Programs.....	3 years after termination
Routine emails	Until not needed
Emails Supporting Records/Programs to be Saved.....	Life of Project

Planning and Institutional Knowledge

Disaster Recovery Plan.....	7 Years
Staffing, Programs, Marketing, Finance, Fundraising, and Evaluation Plans	7 years
Strategic Plans.....	7 years
Policies and Procedure	Permanent*
Essential Leader and Volunteer Training Documents.....	Permanent*
Resource Documents for Ongoing Business & Planning	Permanent*
Documents Containing Vital Organizational History	Permanent
Historical Lists (e.g. award-winners, past members, etc.).....	Permanent*
Approved Region and Section C&Bs	Permanent*

*Indicates that the most recent version should be kept indefinitely, until a new version is adapted.

III. ELECTRONIC DOCUMENTS AND RECORDS. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

IV. EMERGENCY PLANNING. The records of Family of Women will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Family of Women operating in an emergency will be duplicated and maintained off site.

V. DOCUMENT DESTRUCTION. All of the corporation's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor this policy. The corporate Secretary of Family of Women is responsible for overseeing the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Documents containing confidential information should be destroyed by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Some documents are created solely for informal and temporary purposes and never attain "record status." Unless related to litigation or government inquiry, these documents are not covered by the records retention schedule and should be destroyed promptly after the official record that they support is produced or after they are no longer serve the function for which they were included.

VI. COMPLIANCE. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against Family of Women and its employees and possible disciplinary action against responsible individuals. The corporate Secretary may periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.