1. Purpose
In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by The Community Foundation of Grant County, Indiana, Inc. The purpose of this policy is to provide instruction for the preservation of pertinent documentation due to threatened, pending or otherwise reasonably foreseeable litigation, audits, government investigations or similar proceedings. This policy covers all records and documents, regardless of physical form, 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 our operations by promoting efficiency and freeing up valuable storage space.

2. Document Retention
The Community Foundation of Grant County, Indiana, Inc. follows the document retention procedures 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.

**Document Retention Schedule**

**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 Asset Records: Permanent
- 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
- Petty Cash Vouchers: 3 years
- Cash Receipts: 3 years
- Credit Card Receipts: 3 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 returns: 7 years
- W-2 Statements: 7 years

**Employee Records**

- Employment and Termination Agreements: Permanent
- Retirement and Pension Plan Documents: Permanent
- Records Relating to Promotion, Demotion or Discharge: 7 years after termination
- Accident Reports and Worker’s Compensation Records: 5 years
- Salary Schedules: 5 years
- Employment Applications: 3 years
- I-9 Forms: 3 years after termination
- Time Cards: 2 years

**Miscellaneous Records**

- Donor Records and Acknowledgement Letters: 7 years
- Grant Applications and Contracts: 5 years after completion
- Scholarship Recipient Applications: Permanent
- Scholarship Non-recipient Applications: 7 years

**Legal, Insurance and Safety Records**

- Appraisals: 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: 3 years after termination

3. **Electronic Documents and Records**

Any electronic files that fall into one of the document types on the above schedule should be kept in the appropriate file on the network and maintained for the appropriate amount of time.

4. **Emergency Planning**

The Community Foundation of Grant County’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping the community foundation operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

5. **Document Destruction**

The Community Foundation of Grant County’s Chief Financial Officer is responsible for the implementation of the Records Retention Policy and the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Additionally, the Chief Financial Officer will be responsible for enforcing any legal holds and the immediate suspension of document destruction 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.
6. Compliance
Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against The Community Foundation of Grant County and its employees and possible disciplinary action against responsible individuals. The director of finance and finance committee chair will 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.

Board Adopted: November 16, 2006
Compliance Committee Last Revised Recommendations: November 1, 2006