

## Records Retention and Destruction

The United Way of Northwest Arkansas take seriously its obligations to preserve information. The information listed in the schedule below represents all records currently identified for retention. Electronic documents will be maintained for the appropriate amount of time as if they were paper documents.

Staff and volunteers are prohibited from altering, mutilating, concealing, tampering with or destroying any records during their retention period.

The retention schedule is as follows:

<u>Permanently Held Items</u>	<u>Minimum of three years</u>	<u>Minimum of seven years</u>
Articles of Incorporation	Bank Deposit slips	Bank statements
Auditor's reports	Bills	Cancelled checks
Bylaws	Budgets	Employee expense reports
Cash disbursements journal	Depreciation records	Employee payroll records
Contracts and agreements	Invoices	Fire inspection reports
Financial Statements (audited)	Purchase records	Group disability records
General journal	Timecards	Payroll journal
General ledger		Safety records
Insurance policies		Settled insurance claims
IRS determination letter		
Legal correspondence		
Minutes		
Mortgages/loan agreements		
Pension Plan documents		
Personnel files		
Tax returns		

Any document destruction proceeding according to schedule will cease immediately upon any indication of an official investigation or when a lawsuit is filed or appears to be imminent. Destruction will be resumed upon conclusion of any investigation. Failure to comply may result in disciplinary actions.

All document destruction will be processed through a third-party contractor and in a manner consistent with industry practice.

Drafted June, 2016

Approved