



A22 RECORD RETENTION AND DESTRUCTION POLICY

STATEMENT OF POLICY

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 the operation of Turning Point by promoting efficiency and freeing up valuable storage space.

RETENTION SCHEDULE ADMINISTRATION

Turning Point's Record Retention Schedule is set forth in Appendix A. The Treasurer and Administrative Assistant shall administer this policy. The Treasurer is also authorized to: take modifications of the Record Retention Schedule to the Board or it's Financial Committee from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Turning Point; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types of Appendix A will be maintained for the appropriate amount of time. If any employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No director, officer, employee, volunteer or agent of Turning Point shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by Turning Point.

During the occurrence of an anticipated or ongoing or legal proceeding as set forth above, the Administrator shall suspend any further disposal of documents until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform all staff of any suspension in the further disposal of documents.

This policy was approved by the Executive Committee of Turning Point on March 5, 2018.



APPENDIX A – RECORD RETENTION SCHEDULE

A. Accounting and Finance (Filed By Year)

<u>Record Type</u>	<u>Retention Period</u>
Accounts Payable ledgers & schedules	7 years
Accounts Receivables ledgers & schedules	7 years
Annual Reports & Financial Statements	Permanent
Annual Records (including work papers & other documents that relate to the records)	7 years
Bank Statements & Cancelled Checks	7 years
Expense Records	7 years
General Ledgers	Permanent
Electronic Payment Records	7 years
Notes Receivable ledgers & schedules	7 years
Investment Records	7 years after sale of investment

B. Corporate Records (Filed Alphabetically)

<u>Record Type</u>	<u>Retention Period</u>
Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
By-Laws	Permanent
Board Meeting Minutes	Permanent
Board Policies/Resolutions	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts/Lease Agreements	7 years after expiration
Licenses and Permits	Permanent

C. Employee Documents (Filed Alphabetically)

<u>Record Type</u>	<u>Retention Period</u>
Benefit Plans	Permanent
Employee Files	7 years after termination
Employment apps, resumes and other forms of job inquiries	3 years
Forms I-9	3 years after hire, or 1 year after separation
Employment Taxes	7 years
Payroll Registers (gross & net)	7 years
Time Sheets/Cards	5 years
Unclaimed Wage Reports	6 years
Retirement & Pension Records	Permanent

D. **Property Records** (Filed Alphabetically)

<u>Record Type</u>	<u>Retention Period</u>
Property Insurance Policies	Permanent
Other	7 years after disposal

E. **Tax Records** (Filed By Year)

<u>Record Type</u>	<u>Retention Period</u>
IRS 990, 990EZ and 943 Tax Forms	Permanent
Tax Bills, Receipts, Statements	7 years
Tax Workpaper Packages – Originals	7 years

F. **Grant Records** (Filed Alphabetically By Grantor Name)

<u>Record Type</u>	<u>Retention Period</u>
Original grant proposal and workpapers	7 years after completion of grant period
Grant agreement & subsequent modifications	7 years after completion of grant period
All grantee correspondence and reports	7 years after completion of grant period
Documentation evidence of challenge or matching grants that support grantee compliance	7 years after completion of grant period
Grantee work product produced with grant funds	7 years after completion of grant period

G. **Program and Service Records** (Filed by Program or Alphabetically)

<u>Record Type</u>	<u>Retention Period</u>
Program Information	Permanent (1 copy only)
Research & Publications	Permanent (1 copy only)
Participants in Programs	1 year after becoming inactive
Volunteers in Programs	6 months after becoming inactive