



## POLICY STATEMENT: Document Retention and Destruction Policy

This Document Retention and Destruction Policy of THE WOMEN'S HOME 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 WOMEN'S HOME's documents and records.

1. Rules. THE WOMEN'S HOME's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these policies: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (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.

### 2. Terms for retention.

- Accident reports/claims (settled cases) -7 yrs.
- Accounts payable ledgers & schedules-7 yrs.
- Accounts receivable ledgers & schedules-7 yrs.
- Audit reports-Permanently
- Bank reconciliations-2 yrs.
- Bank statements-3 yrs.
- Capital stock & bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc-Permanently
- Cash books-Permanently
- Charts of accounts-Permanently
- Checks (canceled – see exception below)-7 yrs.
- Checks (canceled for important payments –i.e., taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction)-Permanently
- Contracts, mortgages, notes, & leases (expired)-7 yrs.
- Contracts, mortgages, notes, & leases (still in effect)-Permanently
- Correspondence (general)-2 yrs.
- Correspondence (legal & important matters only)-Permanently
- Correspondence (routine) with customers and/or vendors-2 yrs.
- Deeds, mortgages, & bills of sale-Permanently
- Depreciation schedules-Permanently
- Duplicate deposit slips-2 yrs.
- Employment applications-3 yrs.
- Expense analyses/expense distribution schedules-7 yrs.
- Financial statements (year-end, other optional)-Permanently
- Garnishments-7 yrs.
- General/private ledgers, year-end trial balance-Permanently
- Insurance policies (expired)-3 yrs.
- Insurance records, current accident reports, claims, policies, etc- Permanently
- Internal audit reports (longer retention periods may be desirable)-3 yrs.
- Internal reports (miscellaneous)-3 yrs.
- Inventories of products, materials, & supplies-7 yrs.
- Invoices (to customers, from vendors)-7 yrs.
- Journals-Permanently
- Minute books of directors, stockholders, bylaws, & charter-Permanently
- Notes receivable ledgers & schedules-7 yrs.
- Option records (expired)-7 yrs.
- Patents & related papers-Permanently
- Payroll records & summaries-7 yrs.
- Personnel files (terminated)-7 yrs.
- Petty cash vouchers-3 yrs.
- Physical inventory tags-3 yrs.
- Plant cost ledgers-7 yrs.
- Property appraisals by outside appraisers-Permanently
- Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, & plans-Permanently
- Purchase orders (except purchasing department copy)-1 yr.
- Purchase orders (purchasing department copy)-7 yrs.
- Receiving sheets-1 yr.
- Retirement & pension records-Permanently
- Requisitions-1 yr.
- Sales commission reports-3 yrs.
- Sales records- 7 yrs.
- Scrap & salvage records (inventories, sales, etc.)-7 yrs.
- Stenographers' notebooks-1 yr.
- Stocks & bonds certificates (canceled)-7 yrs.
- Stockroom withdrawal forms-1 yr.
- Subsidiary ledgers-7 yrs.
- Tax returns & worksheets, revenue agents' reports, & other documents relating to determination of income tax liability-Permanently
- Time books/cards-7 yrs.
- Trademark registrations & copyrights-Permanently
- Training manuals-Permanently
- Union agreements-Permanently
- Voucher register & schedules-7 yrs.
- Vouchers for payments to vendors, employees, etc. (includes allowances & reimbursement of employees, officers, etc., for travel & entertainment expenses)-7 yrs.
- Withholding tax statements-7 yrs.