

## **Teen Challenge Training Center Document Retention and Destruction Policy**

This Document Retention and Destruction Policy 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 organization's documents and records.

Requirements for the retention and destruction of records originate from a variety of sources. It is the intent that this policy comply with all legal, regulatory and contractual requirements for the handling of records. In such cases where this policy suggests a records handling protocol contrary to legal, regulatory or contractual requirements, such requirements will supersede this policy.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following guidelines:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the designated Teen Challenge Training Center (TCTC) personnel;
- b.* All other paper and electronic documents unnecessary for ongoing operational needs will be destroyed or deleted within one year following the last necessary use of the documents;
- c.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with appropriate TCTC personnel for any current or foreseen litigation).

### **Record Retention**

The following table indicates minimum requirements and is provided as guidance to TCTC personnel subject to superseding circumstances. Records not identified below will assume a five (5) year retention period until further guidance is provided.

## Recommended Records Retention Schedule

Types of Records	1 Yr.	2 Yrs.	3 Yrs.	7 Yrs.	Perm
Accounts payable ledgers & schedules				✓	
Accounts receivable ledgers & schedules				✓	
Company policy & practice manuals					✓
Audit reports					✓
Bank statements			✓		
Bank reconciliations			✓		
Canceled checks			✓		
Chart of accounts					✓
Contracts & leases:					
Expired				✓	
Still in effect					✓
Correspondence:					
Contributions			✓		
General			✓		
Legal & important matters only					✓
Routine vendor	✓				
Depreciation schedules					✓
Election records					✓
Employee personnel records (after termination)				✓	
Employee W-2 and payroll tax returns				✓	
Employment applications		✓			
Financial records/schedules used in preparation of tax returns (from date return filed)					✓
Financial statements (year-end; other months optional)					✓
General ledgers; year-end trial balances			✓		
Insurance policies (including expired policies)					✓
Inventories			✓		
Invoices:					
From vendors			✓		
To customers			✓		
Minutes of director & committee meetings (incl. bylaws and charter)					✓
Ownership of property, real estate, patents, trademarks, copywrited documents (from date ownership ends)				✓	
Payroll records & summaries				✓	
Pension documents & records					✓
Petty cash vouchers			✓		
Purchase orders			✓		
Receipt records (sales, etc.)			✓		
Sales records & journals			✓		
Subsidiary ledgers			✓		
Tax returns					✓
Time sheets				✓	
Vouchers for payments to employees for reimbursements, allowances, etc.				✓	