

Haven of Rest Ministries

Document Retention and Destruction Policy

The attached policy follows the guidelines developed in 2011 by the “Form 990 Policy Series Group”.

This document retention and destruction policy identifies the record retention, documenting, storage and destruction of the organization’s documents and records.

Responsibilities of the Administrator:

The organization’s Executive Director will act as Administrator. This roll is responsible for the supervision of the policy and reporting to the Board of Directors any changes of the policy.

Responsibilities of Constituencies:

This Policy also extends the responsibilities to board members, staff, volunteers and outsiders with respect to maintaining the storage and destruction of the organization’s documents. These responsibilities will be issued under the guidance of the Administrator.

Suspension of Document Destruction; Compliance:

The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated.

Electronic Documents; Document Integrity:

Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule.

Emergency Planning:

Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization, in the case of an emergency, will be regularly backed up and maintained in an off-site location.

Document Storage:

All records needed for the day-to-day operation for the current fiscal year will be kept in the records or finance office. At the end of the fiscal year they will be boxed, dated and stored by type in the storage room. These records will be kept for a period dictated by the Document Retention Schedule.

Document Destruction:

At the beginning of each calendar year, all records will be reviewed and marked for destruction if applicable. These marked records will be transported to a secure facility for shredding or a secure shredding company will come on site.

Document Type	Retention Period
Accounting and Finance	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	7 years
Permanent Bank Statements, Reconciliations	7 years
Deposit Slips, Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Employee/Business Expense Reports/Documents	7 years
General Ledger Permanent Interim Financial Statements	7 years
Contributions/Gifts	
Grants/Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Corporate and Exemption	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent IRS Exemption
Application (Form 1023 or 1024)	Permanent IRS Exemption
Determination Letter	Permanent State Exemption
Permanent State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years

Electronically stored documents: (e.g., in pdf, text or other electronic format)

Documents comprising or relating to a particular document otherwise addressed in this Schedule will be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to

the organization or of lasting significance Permanent

Electronically stored documents not included in the

above category Two years

Employment, Personnel and Pension

Personnel Records 7 years after employment ends

Employee contracts 7 years after termination

Retirement and pension records Permanent

Program Records

Client Records 7 years

Insurance

Property, D&O, Workers' Compensation and

General Liability Insurance Policies 7 years

Insurance Claims Records Permanent

Legal and Contracts

Contracts, related correspondence and other supporting documentation 10 years after termination

Legal correspondence Permanent

Management and Miscellaneous

Strategic Plans 7 years after expiration

Disaster Recovery Plan 7 years after replacement

Policies and Procedures Manual Current with revision history

Property – Real, Personal and Intellectual Permanent

Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent

Tax

Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent Annual information
Tax returns	Permanent

UPDATED 2019