



# Four County School Boards Association

## DOCUMENT RETENTION AND DESTRUCTION POLICY

This document retention and destruction policy is intended to promote compliance with applicable laws, rules and regulations, reduce unnecessary costs and to promote the proper treatment of the records of the Four County School Boards Association (FCSBA)

### General Guidelines

Un-necessary records – those that are no longer needed for the operation of the business of required by law- should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if unnecessary documents are maintained. Voluminous records also make document retrieval more difficult.

Categories of documents that warrant special consideration are identified below and minimum retention periods are established. For any documents not included in the identified categories, the retention period should be determined primarily by the application of the general guidelines in this policy, as well as the exception for litigation relevant documents and any other pertinent factors.

<u>TYPE OF DOCUMENT</u>	<u>RETENTION PERIOD</u>
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### ACCOUNTING

Accounts receivable subsidiary ledgers .....	7 years
Accounts payable subsidiary ledgers .....	7 years
Audit reports .....	Permanently
Bank deposit slips .....	3 years
Bank statements, reconciliations, check registers, investment statements .....	7 years
Budgets .....	2 years
Cancelled checks, generally.....	7 years
Cancelled checks, important payments.....	Permanently
Cash disbursements journal .....	Permanently
Cash receipts journal.....	Permanently
Contracts, government and general (after expiration/termination).....	15 years
Depreciation records .....	Permanently
Employee expense reports .....	7 years
Annual financial statements.....	Permanently
Interim/internal financial statements.....	3 years
General journal/ledger and end-of-year trial balances.....	Permanently
Invoices to customers.....	5 years
Invoices from vendors.....	5 years

Internal audit reports.....Permanently  
Petty cash vouchers.....3 years

**CORPORATE RECORDS**

Annual reports.....Permanently  
Articles of incorporation.....Permanently  
Constitution and bylaws *and policies* .....Permanently  
Board and board committee minutes .....Permanently  
Contracts and leases (expired) .....Permanently  
Contracts and leases (active).....Permanently  
Deeds, mortgages and bills of sale.....Permanently  
Legal correspondence (important) .....Permanently  
Investigative Reports/Plans of Corrective Action.....Permanently  
Tax-exemption documents (IRS 1023) .....Permanently

**INSURANCE**

Accident reports & claims (settled cases) .....7 years  
Expired insurance policies .....Permanently

**PERSONNEL**

Employee files (after termination).....7 years  
Employment applications.....3 years  
Payroll records, summaries and tax returns .....7 years  
Pension/profit sharing retirement plan tax information,  
returns & correspondence .....Permanently  
Time cards.....7 years

**TAXES**

Income tax returns & cancelled checks .....Permanently  
Payroll tax returns .....7 years  
Property tax returns.....Permanently  
Sales and use tax returns.....7 years

Adopted: \_\_\_\_