

Lydia's House Record Retention Policy

It is the policy of Lydia's House that its records be retained only so long as they are (1) necessary to the current conduct of the organization's business; (2) required to be retained by statute or government regulation; or (3) relevant to pending or foreseeable investigations or litigation. The board of Lydia's House has adopted this policy, the attached record retention schedule and the following principles which shall be strictly observed by all volunteers and employees.

1. The responsibility for implementing the record retention policy, in accordance with this policy, is designated to the Executive Director.
2. Destruction of specific records shall be carried out only in accordance with this policy
3. All records, including those maintained on electronic data processing storage media, shall be covered by this policy.
4. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation, whether government or private. In addition, upon such notice, all of the organization's records shall be secured immediately in order to prevent deliberate destruction of documents. Any records retain because of such investigations or litigation will then only be destroyed upon written authorization of legal counsel.
5. Requests for exemptions from the record retention schedule should be submitted to the Executive Director. Exemptions will be given only in accordance with the basic objectives of this Policy Statement and often in consultation with legal counsel.
6. The Executive Director, with the needed assistance of legal counsel, shall be responsible for interpreting this Policy Statement for application to specific situations.

Approved by the Board of Directors
March 2012

Background Information

This policy has been drafted because one of the questions on the IRS 990 form asks if the organization has a record retention policy and to date, Lydia's House has not. This policy also meets one of the Better Business Bureau Standards for Charitable Accountability.

The policy is based on samples from other organizations. The schedule is based on a schedule that was put together by attorney's at Bryan Cave for another non-profit in St. Louis, Missouri. The only additions more unique to Lydia's House were the program section on client records. The resource used to establish this portion was taken from the website of the Missouri Secretary of State, Hospital and Health District record retention schedule.

**Lydia's House
Record Retention Schedule**

All numbers are in years. P means to hold permanently.

Accounting & Finance

Accounts payable/receivable

Expense reports	7	Records	7
Invoices issued	2	Trial balance	3
Ledgers & Schedules	7	Vendor history	P

Audit

Audited financial statements including management ltr	P
Engagement letter	P
Work papers (rough), internal schedules	3

Banking Records

Account analysis reports	7
Account files, signature cards, corporate resolutions (after superseded)	7
Deposit records	7
Reconciliations	7
Safe deposit box records	10
Statements (monthly, annual)	7
Wire transfer records	7

Budget

Budget documents, working & final (files, worksheets, spreadsheets, support, etc.)	5
Variance analysis/evaluations – year end actual to budget (internal)	5

Capital Assets – planning/budgeting/acquisition/recording/tracking

Acquisition documents (RFP, bids, invoices, etc) including capital asset files	P
Blueprints, maps, plans, specifications	P
Budget documents, working & final	5
Damage reports, files, claim information	7
Depreciation schedules	7
Disposition records, sale records	P
Inventory records (after subsequent physical inventory)	3
Lease contracts – capital leases	P
Ledgers	P
Maintenance/repair records	7
Planning documents/files – equipment facilities, general	5
Real estate records (years after disposal)	20

Variance analysis/evaluations – year end actual to budget	5
Zoning records	P
Cash Receipts and Cash Disbursement Records	
Cash receipts/cash disbursement records	10
Check register	10
Checks and drafts – paid/cancelled/voided	7
Credit card sales receipts/charge slips	3
Petty cash records	7
Sales receipts/sales slips	3
Correspondence	
Credit & collection	7
General accounting/financial	5
Planning	5
Regulatory authorities (federal, states, local)	P
Donations, Donor Records	
Donor management records	P
Permanently restricted gifts	P
Pledges	10 years or 5 years after fully paid
Temporarily restricted gifts (after the restriction is removed & the gift is released)	10
Unrestricted gifts	10
Employee Benefits	
Contracts –outside providers (after expiration)	10
Correspondence – general	5
Correspondence related to plan documents or tax filings	P
Financial/General Accounting Reports/Records	
Analysis reports and studies	4
Chart of accounts (after superseded)	7
Estimates and projections	7
Finance committee – mtg minutes and ctm files	P
General financial reports	3
General ledger (electronic copy)	P
General ledger (hard copy)	5
Interim internal reports (i.e. standard monthly financial reports)	3
Subsidiary ledgers	P
Trial balance, year-end	P
Year-end Audited financial reports	P
Year-end internal financial reports	P

Grant Records			
	Award letters		P
	Documentation of grantor restrictions –		
	Temp or permanently restricted		P
	Requests that were not funded		3
Inventory Records			
	Pins (after next subsequent physical inventory)	3	
Investment Records			
	Bond amortization records	7	
	Certificates – stock & cert. of deposit		
	(cancelled copy after liquidation)	7	
	Descriptive literature – stocks, bonds &		
	CD's (after liquidation)	5	
	Investment Account statements (annual)	7	
	Investment account statements (monthly -		
	if detailed annual statement is provided)	2	
	Investment account statements (monthly –		
	if the annual statement is not detailed)	7	
	Committee mtg minutes & files for any		
	committee dealing with investments	P	
	Investment ledger	7	
	Investment policy (years after superseded)	7	
	Securities transactions/trade confirmations	3	
Notes			
	Notes receivable, paid and cancelled	10	
	Notes receivable, ledgers & schedules	10	
Payroll			
	Earnings ledger information	7	
	Employee withholding certificates –		
	statutory & voluntary pre-tax (yrs after		
	termination)	8	
	Social security information	P	
	Time sheets	7	
Policy/Procedures			
	Operating policies/procedures (years after		
	superseded)	7	
	Board policies	P	
Purchasing			
	Purchase orders	2	
			Purchasing records
			10

Tax Records

Bills & statements	P	Real estate tax records	
Correspondence	20	(after disposal)	20
Excise reports	5	Social Security	P
		Tax returns & working papers	10

Administration

Correspondence & Memoranda			
General correspondence		3	
Memoranda, including Executive Director administrative memoranda & inter-office staff memoranda		5	
General Materials	5	Records management	
Organizational Manuals (after superseded)	3	General	30
Organizational Charts	P	Forms management	2
Planning Documents	3	Retention schedule	P
Policies & Procedures – Board	P	Reports – general	3
Policies & Procedures – operating after obsolete	7	Reports – annual	25
		Telephone records	10

Business/Corporate Records

Board of Directors – general	6	Permits/licenses – operating	P
Board of Directors – meeting minutes	P	Registrations – federal, state, local	P
Executive Director annual report	P	Standing and special board committee minutes, agendas and attachments	P
Bylaws, and Articles of Incorporation	P	Strategic plan (years after end of plan)	10
General	10		
Licenses-federal, state, local	P		

Communications

General	10	Press Releases	10
Reports and Studies	5		

Facilities

Building Permits	20	General	6
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Human Resources

Benefit programs – records, agreements, etc (years after plan terminates)		10	
Claims – short term disability (years after final payment of claim)		10	
Employee records –			
No litigation (years after termination)		5	
With litigation (years after settlement)		5	
Employment applications, interview notes, references, background checks			
No litigation (years after termination)		3	
With litigation (years after final settlement)		3	

FLSA record keeping	3
General	10
I-9 Forms (after termination of employment)	3
Job descriptions (years after superseded)	1
Occupational injury & illness records	P
OSHA & state agency reports/lost time/accident reports	
Exposure to hazardous materials	30
All other	6
Recruiting records/files	
No litigation (years after hiring)	3
With litigation (years after final settlement)	3
Retirement plan records	5
Training material (years after training is superseded)	1
Worker's Comp. Claims (yrs after final settlement)	5

Insurance

Certificates of insurance issues by Lydia's House	7
Certificates of insurance issued to Lydia's House	25
Claims (yrs after final settlement)	5
Policies (yrs after expiration)	10

Legal

Appraisals (yrs after elimination of ownership)	5
Contracts & leases (yrs after termination)	10
Correspondence	3
Deeds, Titles, Mortgages, Bills of sale	P
Disputes (yrs after final disposition)	3
General	3
Licenses/permits/plans	10
Property easements, restrictions, occupancy certif.	P
Property records including costs, blueprints, Plans & surveys	P
Property studies, inspection cert. maintenance records (retained properties)	P

Program

Accident records/reports – Minors (yrs Beyond the age of majority)	10
Accident records/reports – adults	
No insurance claim or legal claim	10
With insurance claim or legal claim (yrs After final settlement of all claims)	2
Client Records	
Adults (after leaving services)	10
Minors (after leaving services)	5 after reaching age of majority
Confidentiality agreements	10
Reports – monthly/annually	10