

Habitat for Humanity of the Kokomo Community, Inc.
HFHK
Document Retention Policy

Purpose This policy specifies how important documents, including without limiting hard or copies, online or electronic media documents, should be retained and protected. It also covers when they should be eligible for destruction. This policy also ensures that documents are handled according to proper discovery rules in the course of legal investigations or lawsuits.

Document Retention Schedules

The following types of Documents will be retained for the following periods of time (“Retention Period”). At least one copy of each Document will be retained according to the following schedule:

Corporate Records

<i>Record</i>	<i>Retention Period</i>
Article of Incorporation to apply for corporate status	Permanent
Letter from HFHI granting group exempt status	Permanent
By Laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent

Financial Records

<i>Record</i>	<i>Retention Period</i>
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent
Check registers/books	7 years
Business expenses documents	7 years

Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

Tax Records

<i>Record</i>	<i>Retention Period</i>
Annual tax filing IRS Form 990	Permanent
Payroll registers	Permanent
Filings of fees paid to professionals (IRS Form 1099)	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

Personnel Records

<i>Record</i>	<i>Retention Period</i>
Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Pension records	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job descriptions, performance goals	7 years after termination
Workers' Compensation records	5 years
Salary ranges per job description	5 years
I-9 Forms	5 years after termination
Time reports 3 years after termination	3 years after termination

Insurance Records

<i>Record</i>	<i>Retention Period</i>
Property Insurance policy	One year after policy renewal
Directors and Officers Insurance policy	One year after policy renewal
Workers' Compensation Insurance policy	One year after policy renewal
General Liability Insurance policy	One year after policy renewal
Insurance claims applications	Permanent
Insurance disbursements/ denials	Permanent

Contracts

<i>Record</i>	<i>Retention Period</i>
All insurance contracts	Permanent
Employee contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Affiliate loan / mortgage contracts	Permanent
Affiliate leases / deeds	Permanent
Vendor contracts	7 years
Warranties	7 years
Homeowner loan documents (Promissory Notes, Mortgages, Deeds of Trust, etc.)	two years after payoff of the loan

Donations / Funder Records

<i>Record</i>	<i>Retention Period</i>
Grant disbursal contract	Permanent
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

<i>Record</i>	<i>Retention Period</i>
Strategic Plans	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor contacts	7 years
Disaster Recovery Plan	7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hard copies of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online or electronic copies will be destroyed by fire or other established means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation. Staff will work with appropriate legal advisors in accordance with applicable law and discovery rules.

Policy Proposed – Sept 2009

Reaffirmed by Board Action – January 15, 2013