



DOCUMENT RETENTION POLICY

1.0 Purpose. To provide detailed guidance for the retention and disposal of RCWE documents, both paper and electronic forms.

2.0 Requirements. Governing guidelines include relevant and applicable local, state, and federal statutes as well as funding stream requirements.

3.0 Scope. This policy applies to all RCWE divisions for the retention and disposal of electronic and paper documents. All documents, unless otherwise specified below can be disposed of after three years. Please refer to the following items for specific retention timeframes:

INSTITUTIONAL AND LEGAL RECORDS

Articles of Incorporation	Permanent
Charter	Permanent
By-Laws	Permanent
Minutes of Board Meetings	Permanent
Minutes of Committee Meetings	Permanent
Deeds and Titles	Permanent
Attorney Opinion Letters (Property)	3 years
Leases	While active + 3 years
Policy Statements	3 years
Contract and Agreements	While active + 3 years

EMPLOYMENT

Job Announcements and Advertisements	3 years
<i>Individual Applicants Who Are Not Hired</i>	
Employment Applications	30 days
Background Investigation Results	30 days
Resumes	30 days
Letters of Recommendation	30 days
<i>Individual Applicants Who Are Hires</i>	
Employment Applications	While Active + 3 year
Background Investigation Results	While Active + 3 year
Resumes	While Active + 3 year
Medical Examinations	While Active + 3 year
Letters of Recommendation	While Active + 3 years
Education records	While Active + 3 years
Performance Evaluations	While Active + 3 years
Disciplinary Records	While Active + 3 years

PAYROLL RECORDS

Wage or Salary History	7 years
Payroll Deductions	7 years



Time Cards or Sheets	3 years
W-2 Form	7 years
W-4 Form	7 years
Garnishments	While Active + 3 years
Payroll Register	7 years
I9	While Active + 3 years

MEDICAL, HEALTH AND SAFETY RECORDS

Accident Reports	7 years
Safety Records	7 years
Employee Medical Complaints	7 years
Employee Injury Records	7 years

BENEFIT RECORDS

Individual Employee Files	Life of Employee + 3 years
Pension Plans (after expiration)	7 years

FEDERAL TAX RECORDS

Form 990 and Support	Permanent
Single Audit Reports	Permanent

REVENUE RECORDS

Accounts Receivable	7 years
Accounts Receivable Ledgers	7 years
A/R Fiscal Year End Report	7 years
Receipts	7 years
Uncollected Accounts	While Active + 7 years

ACCOUNTS PAYABLE RECORDS

Accounts Payable Vendor Files	7 years
Processed/Paid Purchase Orders	7 years
Original	7 years
Expense Reports	7 years
Accounts Payable Reports	7 years
A/P Check Registers	7 years

BANK RECORDS

Wire Transfer Records	7 years
Bank Statements	7 years
Deposit Records	7 years
Bank Reconciliations & Support	7 years
Canceled Checks	3 years

CAPITAL PROPERTY RECORDS

Property Records	While Active + 3 years
Inventory	While Active + 3 years
Depreciation Schedules	While Active + 7 years
Mortgage, Bonds and Other Long-Term	
Debt Records	While Active + 7 years
Property Improvement Records	While Active + 7 years
Property Tax Exemption Records	Life of Property + 7 years

FINANCIAL RECORDS

Description of Accounting System	While Active + 3 years
General Ledgers and Operating Ledgers	While Active + 7 years
Journal Vouchers and backup (including budget entries)	While Active + 7 years
Account Reconciliations	While Active + 7 years
Annual Financial Report (audited)	Permanent
Audit Reports and Work Papers	While Active + 7 years



Unclaimed Property Records Life of Property + 3 years

BUDGET RECORDS

Budget records 3 years

FACILITIES RECORDS

Building Permits While Active + 3 years
 Building Plans and Specifications Permanent
 Office Layouts 3 years
 Zoning Permits While Active + 3 years
 Operating Permits While Active + 3 years
 Maintenance Records While Active + 3 years
 Motor Vehicle Records While Active + 3 years

LITIGATION RECORDS

Claims While Active + 3 years
 Court Documents and Records While Active + 3 years
 Deposition Transcripts While Active + 3 years
 Discovery Materials While Active + 3 years
 Litigation Files While Active + 3 years

INSURANCE RECORDS

Property Insurance Policies Life of the Property
 Liability Insurance Policies Life of the Policy + 3 years
 Insurance Claim Documents Settlement + 3 years

Consider the following for electronic documents: A folder will be created on a designated server (one folder for all offices). Subfolders will be created for fiscal, HR, legal, etc. Once per year each staff person will evaluate all documents in his or her respective folders and determine which can be safely deleted and which ones need to be deposited in the storage folders based on the detail above. All documents to be saved shall be forwarded to each person’s respective supervisor for transfer into the storage folders. The only person able to delete files from the storage folders are the CEO.

4.0 Responsibility.

The responsibility for implementation and oversight of this policy shall reside with the RCWE CEO.

5.0 History

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	5/24/2005	A	New Policy	
Deb O’Neil	2/13/2009	B	Update logo, content, EO Officer	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
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