

**KIWANIS OF NASHVILLE FOUNDATION
DOCUMENT RETENTION AND DESTRUCTION
POLICY
PURPOSES**

The purposes of this document retention and destruction policy ("Policy") are for Kiwanis of Nashville Foundation ("Foundation") to (i) promote the proper treatment of its records, and (ii) enhance compliance with applicable laws and regulations, including, without limitation, the Sarbanes-Oxley Act of 2002.

POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if a proper retention policy is not implemented. A mass of records also makes it more difficult to find pertinent records. From time to time, Foundation may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents, and any other pertinent factors.

Section 2. Exception for Litigation-Relevant Documents. Kiwanis of Nashville Foundation expects all of its employees to comply fully with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or Foundation informs you, that Foundation records are relevant to litigation, or potential litigation (a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories. Pursuant to the General Guidelines above, and subject to the exception for Litigation-Relevant Documents, the following represents general guidelines for the retention period of certain documents. **It should be noted that the suggested retention periods shown are not offered as final authority, but as guidelines only. There may occur situations, for historical or reference purposes, that require longer periods than legally required.** Also, in all circumstances, certain Treasury Regulations require that all books and records must be maintained so long as they remain material in the computation of any tax.

ACCOUNTING SYSTEMS	SUGGESTED RETENTION PERIOD*
Accounts Payable Ledger	7
Accounts Receivable Aging Reports	7
Accounts Receivable Ledger	7
Accounts Receivable Invoices	7
Accounts Written-off	7
Annual Audits and Financial Statements	P
Authorization – Accounting	5
Balance Sheets	P
Bank Reconciliations	7

Bank Statements	7
Bank Deposit Slips	3
Budgets	3
Cash Book	P
Cash Disbursement & Record Receipt	P
Cash Sales Slips	7
Charge Slips	7
Charts of Accounts	P
Check Register	P
Credit Card Receipts	3
Depreciation Schedules	P
Expense Reports	7
Financial Statements	P
General Ledger	P
Investment – Sales/Purchases	P
IRS Form 990 Tax Returns	P
IRS Form 1099 & 1096	7
Invoices	7
Journal Entries	P
Petty Cash Records	7
Profit/Loss Statements	P
Purchase Order	7
Sales Records (box office, concessions, gift shop)	5
Subsidiary Ledger	P
Trial Balance	P
Vendor Invoices	7
Voucher Check Copies	7
BANK RECORDS	SUGGESTED RETENTION PERIOD
Check Registers	17 / P
Bank Deposit Slips	7
Bank Statement and Reconciliation	7
Electronic Fund Transfer Documents	7
CORPORATE RECORDS	SUGGESTED RETENTION PERIOD
Amendments	P
Annual Reports	P
Articles of Incorporation	P
Audit Reports – Public	P
Audit – Internal	P
Board of Directors – Committee	P
Board of Directors – Minute Book	P

Bylaws	P
Charter	P
Contracts – After Termination	P
Contributions	7
Correspondence – Accounting	7
Correspondence – General	7
Dividend Register and Cancelled Dividend Checks	P
Election Records	P
Financial Statements	P
Fixed Asset Records	P
IRS Application for Tax-Exempt Status (Form 1023)	P
IRS Determination Letter	P
Organizational Charts	P
Partnership Agreement	P
State Sales Tax Exemption Letter	P
DONOR AND GRANT RECORDS	SUGGESTED RETENTION PERIOD
Donor Records and Acknowledgement Letters	7
Grant Applications and Contracts	10 years after completion
FIXED ASSETS	SUGGESTED RETENTION PERIOD
Depreciation Schedule	P
Inventory Records	P
HUMAN RESOURCES	SUGGESTED RETENTION PERIOD
Accident Reports – Settled	7
Attendance Records	7
Performance Record – After Termination	7
Personnel File – After Termination	7
Personnel Files – Current Employees	P
Workers’ Compensation Benefits	10
INSURANCE	SUGGESTED RETENTION PERIOD
Disability Insurance Claims – After Termination	7
Expired Insurance Policies	P
Insurance Appraisals	6
LEGAL, INSURANCE AND SAFETY RECORDS	SUGGESTED RETENTION PERIOD
Appraisals	P
Bill of Sale	P
Business Permits	P
Claims and Litigation Concerning Torts and Breach of Contract	P
Contracts – Employees	P
Contracts – General	3 years after termination
Contracts – Government	P

Contracts – Special	P
Correspondence – Legal	P
Deeds/Titles	P
Environmental Studies	P
Insurance Policies	P
Licenses	P
Notes Receivable – Canceled	10
PAYROLL	SUGGESTED RETENTION PERIOD
Contractors	3 years from contract completion date
Earnings Records	7
Employee Withholding Exemption Certificates	10
Payroll Register	4
Payroll Records – After Termination	10
Payroll Tax Records	7
Salary History	8
State Unemployment Tax Records	P
W-2 Forms	P
I-9 Forms and Other Supporting Documentation	4 years after termination
TAXATION	SUGGESTED RETENTION PERIOD
Correspondence – Tax	P
Depreciation Schedules	P
Income Tax Returns	P
Inventory Reports	P
FUTA/FICA/Income Tax Withholding	4
Payroll Tax Returns	P
Sales Tax Returns	P
MISCELLANEOUS	SUGGESTED RETENTION PERIOD
Receiving Documents	10
Title Papers	P
Telecommunications Copies	1
Prepaid Dues Income	4

* “P” means permanent records; Numeric means years

Section 4. Electronic Documents and Records. Electronic documents will be retained as if such documents were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types listed above, will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. It is suggested that backup and recovery methods be tested on a periodic basis.

Section 5. Emergency Planning. Foundation records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping Foundation operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Section 6. Document Destruction. Foundation’s chief financial officer is responsible for the


ongoing process of identifying its records, which have met the required retention period, and overseeing destruction. It is suggested that most documents be destroyed by shredding. Destruction of documents containing personal information (including but not limited to social security information), financial documents and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when legal action appears imminent and/or a litigation hold is requested by counsel for Foundation. Destruction will be reinstated upon conclusion of the investigation or the lifting of the litigation hold.

Section 7. Compliance. Failure on the part of employees to follow this policy can result in possible civil or criminal sanctions against Foundation and its employees and possible disciplinary action against responsible individuals. The [executive director] and the Foundation Treasurer will periodically review these procedures with legal counsel or certified public accountants to ensure compliance with new or revised regulations.

Policy Statement approved by the Board of Directors

Date: 3/27/14

Attested by: 
President

