



## **Document Retention and Destruction Policy**

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### **I. Purpose**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by United Cerebral in connection with the organization's business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate United Cerebral Palsy's operations by promoting efficiency and freeing up valuable storage space.

### **II. Document Retention**

United Cerebral Palsy follows the document retention procedures outlined below. UCP maintains records for all employees, contractors, and consultants. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

#### **A. Corporate Records**

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

## **B. Legal, Insurance and Safety Records**

Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

## **C. Financial Records**

Accounting and Corporate Tax Records	Permanent
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Bank Records	7 years
Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion

## **D. Payroll and Employment Tax Records**

Payroll Registers	7 years
State Unemployment Tax Records	7 years
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
Timecards	5 years

**E. Employee Personnel Records**

Personnel Files	6 years after termination
Medical Records (non-workers comp or FML)	6 years after termination
Termination/Severance Agreements	Permanent
Family Medical Leave Records	6 years
Benefit Records (excluding retirement plans)	6 years after plan year
Pension and Benefit Records	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	6 years after termination
Accident Reports and Worker's Compensation Records	5 years *
*Exposure Reports and Records must be kept 30 years	
Salary Schedules	5 years
Employment Applications (for those not hired)	3 years
I-9 Forms	3 years from date of hire or 1 year after date of termination, whichever is later

**F. Client Records**

Children (with exception of CDS records below)	6 years after age of majority
Children's Special Education Records (CDS)	Permanent
Adult	3 years after last date of service
Targeted Case Management (Adults)	7 years from last date of service

Client records that have been involved in legal proceedings, DHHS reports or audits should be kept for a minimum of ten (10) years. If an audit is initiated within the five (5) year retention period, the records must be retained until the audit is completed and a cost settlement has been made or a minimum of ten(10) years, whichever is greater.

Financial Records for Representative Payee clients	12 years from last Rep Payee service date
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### **III. Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

### **IV. Emergency Planning**

United Cerebral Palsy's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping United Cerebral Palsy operating in an emergency will be duplicated or backed up at least every week and maintained off site.

### **V. Document Destruction**

United Cerebral Palsy's Executive Director/designee is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. This will occur annually during the month of June for all documents that met expiration criteria in the previous calendar year.

Prior to the destruction of client records UCP will provide a public notice to inform clients of destruction of records.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### **VI. Compliance**

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against United Cerebral Palsy and its employees and in possible disciplinary action against responsible individuals. The Executive Director and Finance Committee will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

  
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Scott Tash, CEO

  
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Date