



## ***RECORD RETENTION POLICY***

The Jimmie Hale Mission takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Jimmie Hale Mission and its employees and possibly disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the executive director, human resources, or their immediate supervisor of a potential or actual litigation, external audit, investigation, or similar proceeding involving the Jimmie Hale Mission. The information listed in the retention schedule is intended as a guideline and may not contain all the records the Jimmie Hale Mission may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the executive director.

From time to time, the executive director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the executive director.

<b>File Category</b>	<b>Item</b>	<b>Retention Period</b>
<b>Corporate Records</b>	Bylaws and Articles of Incorporation	Permanent
	Corporate Resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 Years
<b>Finance &amp; Administration</b>	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Payroll records	Permanent
	Journal entries	Permanent
	Check register and checks	7 Years

	Bank deposits and statements	7 Years
	Chart of accounts	7 Years
	Expense reports	7 Years
	General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts, allocation, securities lending, single fund allocation and trust statements)	7 Years
	Investment performance reports	7 Years
	Investment consultant reports	7 Years
	Investment manager correspondence	7 Years
	Contracts and agreements	7 Years after all obligations end
	Investment manager contracts	7 Years after all obligations end
	Correspondence – general	3 Years
<b>Insurance Records</b>	Policies – occurrence type	Permanent
	Policies – claims-made type	Permanent
	Accident reports	7 Years
	Fire inspection reports	7 Years
	Safety (OSHA) reports	7 Years
	Claims (after settlement)	7 Years
	Group disability records	7 Years after end of benefits
<b>Real Estate</b>	Deeds	Permanent
	Leases (expired)	7 Years after all obligations end
	Mortgages, security agreements	7 Years after all obligations end
	Purchase agreements	7 Years after disposition requirement
<b>Tax</b>	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	Permanent
	Withholding tax statements	7 Years
	Correspondence with legal counsel or accountants, not otherwise listed	7 Years after return is filed
	Timecards	3 Years
<b>Communications</b>	Press releases	7 Years
	Annual reports	7 Years
	Other publications	2 Years
	Photos	7 Years
	Press clippings	2 Years
	Correspondence	3 Years
	Donor fund statements	Permanent

<b>Community Philanthropy</b>	Approved grants – all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters and post-grant reporting information, if any	3 Years
	Foundation funding requests, correspondence, and reports (funding received)	3 Years
	Declined/withdrawn grant applications	3 Years
	Foundation funding requests (denied)	3 Years
<b>Consulting Services</b>	Consulting contracts/filed	7 Years after all obligations end
<b>Human Resources</b>	Employee personal files	7 Years after termination
	Retirement plan benefits (plan descriptions, plan documents)	6 Years
	Employee medical records/FMLA	3 Years
	Employee handbooks	Permanent during employee tenure
	Workers comp claims (after settlement)	7 Years/Medical
	Employee orientation and training materials	7 Years after use ends
	Employment offer letter	1 Year after all obligations end or if not hired
	Employment applications	1 Year if not hired
	IRS Form I-9 (store separate from personnel file)	Greater of 1 Year after end of service, or 3 Years
	Résumés if not hired	1 Year
<b>Technology</b>	Software licenses and support agreements	7 Years after all obligations end
<b>General Administration</b>	Correspondence – chief executive and general	7 Years
	Appointment calendars – chief executive	7 Years

BY: Tony Cooper  
Executive Director