

# **DIVINE MERCY HOUSE DOCUMENT RETENTION AND DESTRUCTION POLICY**

## **Document Destruction**

The Divine Mercy House Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the person assigned to that document;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

## **Record Retention**

The following table\* indicates the minimum requirements and is provided as guidance to customize in determining your organization's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

**DIVINE MERCY HOUSE DOCUMENT RETENTION AND DESTRUCTION POLICY**

Type of Document - Responsibility	Minimum Requirement
Audit reports - Treasurer	Permanently
Bank reconciliations - Treasurer	2 years
Bank statements - Treasurer	3 years
Checks (for important payments and purchases) - Treasurer	Permanently
Contracts, mortgages, notes, and leases (expired) - President	7 years
Contracts (still in effect) - President	Contract period
Correspondence (general) – Each Director	2 years
Correspondence (legal and important matters) – Each Director	Permanently
Correspondence (with customers and vendors) – Resident Director	2 years
Deeds, mortgages, and bills of sale - President	Permanently
Employment applications – Resident Director	3 years
Expense analyses/expense distribution schedules - Treasurer	7 years
Year-end financial statements - Treasurer	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired) - Treasurer	Permanently
Minute books, bylaws, and charter - President	Permanently
Payroll records and summaries - Paychex	7 years
Personnel files (terminated employees) – Resident Director	7 years
Tax returns and worksheets - Treasurer	Permanently
Timesheets – Resident Director	7 years
Withholding tax statements – Resident Director	7 years