



FAMD Document Retention and Destruction Policy

This Document Retention Policy identifies the record retention responsibilities of staff and members of the Board of Directors for maintain and documenting the storage and destruction of the Organization's documents and records.

1. Rules

The Organization's staff and members of the Board of Directors are required to honor these rules:

- (a) Paper or electronic documents indicated under the terms for retention will be transferred and maintained by the Executive Director's designee.
- (b) No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated investigation or proceeding or private litigation.
- (c) The Executive Director is authorized to make modifications to the Record Retention Policy to ensure compliance with local, state and federal laws.

2. Terms for retention

Adoption contracts/animal records.....	7 years
Accident reports, claims and settled cases.....	7 years
Accounts payable ledgers and schedules	7 years
Membership and sponsorship receivable ledgers and schedules	7 years
Audit reports of accountants and Management Letters	Permanently
Bank statements and reconciliations.....	7 years
Charts of Accounts	7 years
Checks (for important payments and purchases).....	Permanently
Contracts and leases (expired)	7 years
Correspondence (Legal, tax, large sponsorships and other important matters only).....	Permanently
Correspondence (general)	1 year
Depreciation schedules.....	Permanently
Deeds, mortgages and bills of sale	Permanently



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Duplicate deposit slips	1 year
EFT documents.....	7 years
Employment applications	3 years
Employee personnel records (after termination).....	7 years
Financial statement (end-of-year)	Permanently
Grant records (after completion of grant records).....	7 years
I-9's (after termination)	1 year
Insurance policies (expired)	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Invoices to members, sponsors and customers	7 years
Invoices from vendors.....	7 years
Investment records.....	7 years
Ledgers – paper or electronic (and end-of-year trial balances)	Permanently
Minute books of directors and committees including by-laws and charters.....	Permanently
Payroll records and summaries	7 years
Property appraisals by outside appraisers	Permanently
Annual membership, certification and sales records	7 years
Conference records.....	7 years
Trade mark registration/copyright	Permanently
Tax returns	Permanently