

FODC RECORDS RETENTION POLICY

Friends of Deckers Creek (FODC) will maintain records of the organization in accordance with the following records retention schedule.

Item	Retention Period
Accident Reports/Claims (settled cases)	7 years
Accounts Payable Ledgers and Schedules	7 years
Accounts Receivable Ledgers and Schedules	7 years
Audit Reports	Permanently
Bank Reconciliations	2 years
Bank Statements	3 years
Cash Receipt Books	Permanently
Chart of Accounts	Permanently
Checks (cancelled*)	7 years
Contracts, Mortgages, Notes and Leases	
Expired	7 years
Still in Effect	Permanently
Correspondence	
General	2 years
Legal and Important Matters Only	Permanently
Routine with Customers and/or Vendors	2 years
Deeds, Mortgages and Bills of Sales	Permanently
Depreciation Schedules	Permanently
Duplicate Deposit Slips	2 years
Employment Applications	3 years
Expense Analyses/Expense Distribution	7 years
Financial Statements	
Year-End	Permanently
Other	7 years
Garnishments	7 years
General Ledgers/Year End Trial Balance	Permanently
Grant Files - Government Grants	7 years after submission of final financial report
Grant Files - Other Than Government Grants	7 years after expiration date
Insurance Policies (expired)	3 years
Insurance Records, Current Accident Reports, Claims, Policies, etc.	Permanently
Internal Reports	3 years
Invoices (to customers, from vendors)	7 years
Journals	Permanently
Minute Books of Directors, ByLaws and	Permanently
Notes Receivable Ledgers and Schedules	7 years
Payroll Records and Summaries	7 years
Personnel Records (terminated)	7 years

item	Retention Period
Petty Cash Vouchers	3 years
Property Records, including costs, depreciation schedules, blueprints and plans	Permanently
Purchase Orders	
Business Office Copy	7 years
Other Copies	1 year
Receiving Sheets	1 year
Retirement and Pension Records	Permanently
Subsidiary Ledgers	7 years
Annual Informational Return to the IRS	Permanently
Payroll Reports, Quarterly	7 years
Payroll Reports, End of Year (W-2, 941, etc.)	Permanently
Financial Reports to Donors	Permanently
Time Sheets	7 years
Voucher Register and Schedules	7 years
Withholding Tax Statements	7 years

*Scanned copies of cancelled checks for important payments, i.e. taxes, purchases of property, special contracts, etc, shall be kept permanently. Scanned checks should be filed with the papers pertaining to the underlying transaction.

Adopted: January 19, 2012