

**Approved by KAS Board:  
March 5, 2019**

## **Document/Electronic Record Retention and Destruction Policy**

The adoption of this document retention policy sets guidelines and facilitates director's fulfillment of the duty of care, establishes transparency and ensures compliance.

This policy represents the policy of Kitsap Audubon Society with respect to the retention and destruction of documents and other records, both in hard copy and electronic media. This policy outlines (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; (c) guidance for the Board of Directors, officers and Committee Chairs with respect to their responsibilities concerning document retention and destruction. The Board reserves the right to revise or revoke this policy at any time.

1. The President of the Board of Directors of Kitsap Audubon Society will be responsible for the administration of this policy including the Document and Destruction Schedule included below. The President shall also be responsible for documenting actions taken to maintain and/or destroy documents.
2. The Board of Directors and Committee Chairs should be familiar with this policy, follow through on its guidelines and assist the President, as requested, in implementing it.
3. Electronic records shall be maintained just as hard copy or paper documents are in accordance with the Document and Retention schedule.
4. Documents in storage are placed in a fire resistant, secure, dry place and electronic records are securely stored with duplicate backups available.
5. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

## **Document Retention Schedule**

<b><u>Document Type</u></b>	<b><u>Retention Period</u></b>
<b>Accounting and Finance</b>	
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	7 years
Bank statements	7 years
Checks	Permanently
Credit/Debt card receipts	3 years
Expense Analyses/expense distribution schedules	7 years
Depreciation schedules	Permanently
Duplicate deposit slips	3 years
Inventories of materials, products and supplies	7 years
Invoices	7 years
Year-end financial statements	Permanently
<b>Contributions/Gifts</b>	
Contribution records	Permanently
Documents evidencing terms of gifts	Permanently
<b>Insurance Records</b>	
Insurance policies, records, accident reports and claims	Permanently
Insurance policies (expired)	3 years
<b>Legal</b>	
Board Policies and resolutions	Permanently
Bylaws, charter, articles of incorporation, including amendments, revisions	Permanently
IRS application for tax-exempt status (Form 1023) Form 990 or EZ 990	Permanently 7 years
IRS determination letter and correspondence	Permanently
Minutes from board and committee meetings	Permanently
Minutes from annual meeting of members	Permanently
<b>Tax</b>	
Tax returns and worksheets	Permanently