

Montcalm County Habitat for Humanity Records Retention Policy

Montcalm County Habitat for Humanity Document Retention and Destruction Policy

Purpose

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Montcalm County Habitat for Humanity recognizes the importance of eliminating accidental, innocent or intentional destruction of vital documents and for administrative personnel to know the length of time records should be retained to be in compliance with the Sarbanes-Oxley Act, IRS requirements, and the highest standards of accounting and business practices.

Policy

It shall be the policy of Montcalm County Habitat for Humanity to comply with the following mandatory minimum document retention requirements. Further, it shall be allowed that these requirements automatically increase if they are found to be short of any of the above referenced standards. All documents to be destroyed will be shredded until they are no longer readable or accessible.

TYPE OF DOCUMENT	MINIMUM REQUIREMENT
Accounts payable ledgers and schedules	7 years
Annual reports (more than one copy)	permanently
Audit reports	permanently
Bank reconciliations	4 years
Bank statements, cancelled checks, check registers	7 years
Checks (for homeowner escrow, land, critical matters)	permanently
Claims (after settlement)	7 years
Conflict of interest disclosure forms	4 years
Contracts, mortgages, notes and leases (expired)	4 years after obligations end
Contracts still in effect, including family selection	permanently
Correspondence (general)	2 years
Correspondence (and calendar) of CEO	7 years
Correspondence on legal matters	permanently
Correspondence with vendors	2 years
Deeds, mortgages, bills of sale	permanently
Delinquency letters to homeowners	permanently part of their file
Deposit slips	2 years

Employment applications, including volunteers	3 years
Expense analyses and expense distribution schedules	7 years
Family selection applications (not chosen)	25 months past decision
Family selection applications (in program)	permanently
General ledgers and journals	7 years
Grant records	7 years after the grant ends
Incorporation documents	permanently
Insurance policies (expired)	3 years after expiration
Insurance claims, current policies	permanently
Insurance policies for homeowners	permanently
Invoices	7 years
IRS Form 990s	7 years
(The current form must be available at the affiliate's office at all times.)	
IRS I-9 forms on employees	3 years after employment ends
Minutes books of board meetings, bylaws	permanently
Payroll records and summaries	7 years
Personnel files (terminated employees and volunteers)	7 years
Personnel files (current employees and volunteers)	permanently
Retirement and pension records	permanently
Safety reports (OSHA and others)	7 years
Sweat equity logs	25 months
Tax exemption information	permanently
Timesheets	7 years
Treasurer's reports (periodic)	3 years
Volunteer liability waiver forms (<i>You will need to check your state law.</i>)	120 days beyond statute
Withholding tax statements	7 years
Workman's compensation claims	7 years after settlement
Year end financial statements	permanently

Approved by Board of Directors – March 17, 2011