



DOCUMENT RETENTION POLICY

PURPOSE

Federal and state laws require the retention of certain documents and electronic records. To assure that Common Threads properly secures and retains documents and electronic records the following list outlines the organization's policy and minimum time for retention schedule. Records will be kept and organized electronically within the shared Board Folder on Google Drive. Paper records, copies and files will be organized and accessible through the Common Threads Farm business office.

In general, retention will be consistent with that governed by the statute of limitations of Washington State (that sets out the time period that a potential claimant has to bring a claim as well as requirements set out in contracts and agreements.)

RETENTION OF DOCUMENTS AT LEAST 3 YEARS:

- Bank Reconciliations
- Bank statements
- Duplicate deposit receipts
- Correspondence (general)*
- Correspondence (with clients and vendors)
- Employment applications *
- Insurance policies (expired)

RETENTION OF DOCUMENTS OF AT LEAST 7 YEARS:

- Accounts payable ledgers and schedules
- Expense analyses/ expense distribution schedules
- Inventories of products, materials, and supplies -- in balance sheet, ongoing inventory list
- Invoices (to clients, from vendors) --Quickbooks
- Payroll records and summaries
- Personnel files (terminated employees)
- Timesheets (where applicable)
- Contracts, notes, and leases
- Withholding tax statements

PERMANENTLY RETAINED:

- Audit reports
- Checks (for important payments and purchases)
- Depreciation schedules
- Year-end financial statements
- Correspondence (legal and important matters)
- Retirement and pension records
- Insurance policies, records, current accident reports, claims, etc.
- Board policies and resolutions
- Bylaws and articles of incorporation, including amendments, revisions
- Copyrights IRS application for tax-exempt status (Form 1023)*
- IRS determination letter and correspondence related to it
- Real estate deeds, mortgages, and bills of sale if applicable*
- Minutes from board and committee meetings
- Minutes from annual meetings of members

- Patents and related papers if applicable*
- Trademark registrations if applicable*
- Tax returns and worksheets (all jurisdictions)

(Adapted from this Reference:

<https://www.501commons.org/blog/Documentretentioninfographic.pdf>)

REVIEW

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Review Annually