



Document Retention and Destruction Policy

Purpose of Policy: The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by CHAMP Camp, Inc;
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after three years;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

The following table indicates the type of document, minimum requirements and where documents are located.

Type of Document	Minimum Requirement	Location
Audit reports	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Bank reconciliations	2 years	Reconciliation completed in Quickbooks by a member of the finance committee. Documents attached to monthly reconciliation and can be found through Quickbooks reporting system
Bank statements	3 years	Bank statements attached to reconciliation in Quickbooks and saved in appropriately titled folder on Executive Director laptop
Camper and Counselor Applications and Health History	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized, or through electronic camp application vendors.
Checks/Deposit Slips (for important payments and purchases)	Permanently	Checks are not returned by financial institutions. Ledger stored at office or with Executive Director when organization is not utilizing a physical office space
Contracts, mortgages, notes, and leases (expired)	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.

Contracts (still in effect)	Contract period	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Correspondence (general)	2 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Correspondence (legal and important matters)	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Correspondence (with customers and vendors)	2 years	Correspondence can be found in appropriately titled folders on Executive Director laptop, google drive or at physical office or storage unit
Employment applications	3 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Event information regarding auction solicitation and bidding	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized, or through electronic event management platform vendors.
Event information attendees, sponsorship, and donations	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized, or through electronic event management platform vendors.
Year-end financial statements	Permanently	Year-end financial statements are stored in Quickbooks, at the individual institution or at a physical office location or storage unit when a physical office is not being utilized.
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Internal audit reports	3 years	Internal audits performed annually by the finance committee. Worksheet stored on Executive Director google drive, Finance Committee folder
Inventory records for products, materials, and supplies	3 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Invoices (to customers, from vendors)	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.

Minute books, bylaws, and charter	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Payroll records and summaries	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized. Also through payroll vendors.
Personnel files (terminated employees)	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Tax returns and worksheets	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Timesheets	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized. Also through payroll vendors.
Trademark registrations and copyrights	Permanently	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.
Withholding tax statements	7 years	Documents can be found in appropriately titled folders on the Executive Director laptop, google drive and/or physical office location or storage unit when a physical office is not being utilized.

Document Destruction: CHAMP Camp's Executive Director or other representative as designated by the Board of Directors is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or claim, whichever is latest.

On behalf of the Board of Directors:

Reviewed by: _____

Title: _____

Date: _____