

United Way of Lee, Hendry, Glades, and Okeechobee Counties

Records Retention and Destruction Policy

United Way of Lee, Hendry, Glades and Okeechobee Counties (hereinafter listed as the organization) takes seriously its obligation to preserve information relating to audits, litigation, and investigations by outside auditors, government entities, and our donors and volunteers.

The information listed in the retention schedule attached is intended as a guideline and may not contain all the records the organization may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.

1. Electronic Documents and Records

Electronic Documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the attached list will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an archive computer file folder. Backup and recovery methods will be tested on a regular basis.

2. Emergency Planning

The organization's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site

3. Document Destruction

The President is responsible for the ongoing process of identifying its records which have met the retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

4. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the organization and its employees and possible disciplinary action against the responsible individuals. The President and the Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

United Way of Lee, Hendry, Glades, and Okeechobee
Document Retention and Destruction Policy Schedule

File Category	Item	Retention Period	
Corporate Records	Bylaws and Articles of Incorporation	Permanent	
	Board and committee meeting agendas and minutes	Permanent	
	Conflict-of-interest disclosure forms	4 years	
	Corporate resolutions	Permanent	
Finance and Administration	Financial statements - audited	Permanent	
	Auditor management letters	7 years	
	Payroll records	7 years	
	Check register and checks	10 years	
	Bank deposits and statements	7 years	
	Chart of accounts	7 years	
	General ledgers and journals (includes bank reconciliations)	10 years	
	Investment performance reports	7 years	
	Equipment files and maintenance reports	7 years after disposition	
	Contracts and agreements	7 years after all obligations end	
	Correspondence - General	3 years	
	Insurance Records	Policies - occurrence type	Permanent
		Policies - claims made type	Permanent
Accident reports		7 years	
Safety (OSHA) reports		7 years	
Claims (after settlement)		7 years	
Group disability records		7 years after end of benefits	
Real Estate	Deeds	Permanent	
	Leases (expired)	7 years after all obligations end	
	Mortgages, security agreements	7 years after all obligations end	
Tax	IRS exemption determination and related correspondence	Permanent	
	IRS Form 990s	Permanent	
	Charitable Organization Registration Statements filed with State of Florida	10 years	
Human Resources	Employee personnel files	Permanent	
	Retirement plan benefits(plan descriptions, plan documents)	Permanent	
	Employee Handbooks	Permanent	
	Workers compensation claims (after settlement)	7 years	
	Employment applications	3 years	
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service or 3 years	
	Withholding tax statements	7 years	
	Time sheets	7 years	
Technology	Software licenses and support agreements	7 years after all obligations end	