

ATTACHMENT E

Clear Fund Document Retention and Destruction Policy

Policies and Controls

Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, if applicable, federal, state and local laws, and other legal needs as may be determined.

Record retention

Clear Fund's records are retained, in either electronic or paper format, according to the schedule below, in compliance with government, legal, and funders' requirements. When there is a conflict between federal, state and local record retention requirements, the longer retention period prevails. Certain important records, as determined by the Board, will be retained permanently, even if their retention is not required by law.

Record destruction

Once the retention period has expired, The Clear Fund may destroy the records in a manner that preserves the confidentiality of its contents. The Board of Directors approves all destruction of records prior to commencement. Record destruction is performed under the direction of the Executive Director, who is responsible for maintaining all Certificates of Destruction.

Upon receipt of any legal notice, all record destruction will cease until the end of the investigation, if any.

Review of policy

Record retention requirements are reviewed annually with the Board and independent auditors to determine any necessary changes.

Type of Document	How Long to Retain (Electronic Format)
Accounting	
Accounts payable ledgers	Indefinitely
Accounts receivable ledgers	Indefinitely

Annual reports	Indefinitely
Annuity gift agreements	Indefinitely
Audited financial statements	Indefinitely
Bank deposit records	Indefinitely
Bank reconciliations	Indefinitely
Bank statements	Indefinitely
Canceled checks (ordinary)	Indefinitely
Canceled checks (taxes, property and important payments)	Indefinitely
Contributions/donations/grants (unrestricted)	Indefinitely
Contributions/donations/grants (temporarily restricted)	Indefinitely
Contributions/donations/grants (perm. restricted/endowment)	Indefinitely
Expense analyses/distribution schedules	Indefinitely
Fixed asset records, appraisals, depreciation schedules	Indefinitely
Internal audit reports	Indefinitely
Invoices (to customers/from vendors)	Indefinitely
Life income agreements	Indefinitely
Physical inventory records	Indefinitely
Purchase orders	Indefinitely
Requisitions	Indefinitely
Shipping and receiving reports	Indefinitely
Subsidiary ledgers	Indefinitely
Tax returns (IRS form 990) and worksheets	Indefinitely
Uncollectable accounts and write-offs	Indefinitely
Vouchers for payment to vendors, employees and others	Indefinitely
Withholding tax statements (W4's)	Indefinitely
Corporate	

Charters, constitutions, bylaws	Indefinitely
Contracts, mortgages, notes and leases (expired)	Indefinitely
Contracts still in effect	Indefinitely
Deeds, mortgages, bills of sale	Indefinitely
Incorporation records, 501(c)(3) determination	Indefinitely
Labor contracts	Indefinitely
Loan documents, notes	Indefinitely
Licenses	Indefinitely
Minutes from board meetings	Indefinitely
Patents and related papers	Indefinitely
Trademark registrations and copyrights	Indefinitely
Personnel	
Employment applications (not hired)	Indefinitely
Garnishments	Indefinitely
I-9's (after termination)	Indefinitely
Payroll records and summaries	Indefinitely
Personnel files (after termination)	Indefinitely
Retirement and pension records	Indefinitely
Time sheets	Indefinitely
Insurance	
Accident reports and claims	Indefinitely
Fire inspection reports	Indefinitely
Group disability reports	Indefinitely
Insurance records (expired contracts)	Indefinitely
OSHA logs	Indefinitely
Worker's compensation documentation	Indefinitely

Other documents	
Other documents as required by law	Indefinitely