RECORDS RETENTION POLICY
FOR
MCKENZIE COMMUNITY DEVELOPMENT CORPORATION

I. POLICY. To comply with the requirements of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any documents or records with the intent of impeding or obstructing any official proceeding, it is the policy of this corporation that all directors, officers, employees, and volunteers will comply with the following retention guidelines set out in this policy.

This policy covers all documents and records, regardless of physical form, including electronic records and emails.

The disposal of documents or records shall be suspended if at any time the corporation is being investigated or audited by any governmental agency or is involved in any litigation for which those documents or records could reasonably be relevant.

Documents or records that are not listed, but which are substantially similar to those listed in the schedule will be retained for the same length of time as the similar documents.

Any director, officer, employee, or volunteer who knowingly violates this policy and destroys documents or records before the time period shown in the guidelines below shall be subject to disciplinary action up to and including termination.

This policy is also intended to eliminate the unnecessary storage and retention or records for the most efficient operation of the corporation.

II. RETENTION GUIDELINES

Corporate Records

Articles of Incorporation .................................................................Permanent*
State Registrations and Business Licenses (originals) ..................Permanent
State Registrations and Business Licenses (renewals) ..................Permanent
IRS Application for Tax-Exempt Status (Form 1023) .................Permanent
IRS Determination Letter .............................................................Permanent
State Sales Tax Exemption Letter .................................................Permanent
Board Meeting and Board Committee Minutes .........................Permanent
Board Policies/Resolutions .........................................................Permanent
By-laws .....................................................................................Permanent
Fiscal Policies and Procedures ....................................................Permanent
Fixed Asset Records .................................................................Permanent
Current Inventory and Assets .....................................................Permanent*
Construction Documents .........................................................Permanent
Annual Reports to Secretary of State/Attorney General... Permanent
Contracts (after expiration) ........................................ 7 years
Warranties .......................................................... 7 years
Correspondence (general) ......................................... 3 years

**Accounting and Corporate Tax Records**
Annual Audits ........................................................ Permanent
Audit Reports of Accountants ..................................... Permanent
Quickbooks (electronic files) ....................................... Permanent
Depreciation Schedules ............................................ Permanent
General Ledgers ...................................................... Permanent
IRS 990 Tax Returns ................................................ Permanent
Federal and State Tax Bill and Statements .................... 3 years
Schedules and Other Supporting Documentation for
Monthly and Quarterly Financial Statements .................. 7 years
Budget Data .......................................................... 3 years
Business Expense Records ....................................... 7 years
Cancelled checks .................................................... 7 years
IRS 1099s .............................................................. 7 years
Investment records (deposits, earnings, withdrawals) ......... 7 years
Invoices ............................................................... 7 years
Journal Entries ....................................................... 7 years
Sales Records (box office, concessions, gift shop) .......... 5 years
Petty Cash Vouchers ............................................... 3 years
Cash Receipts ........................................................ 3 years
Credit Card Receipts ............................................... 3 years
Advertiser History Files ......................................... 7 years

**Bank Records**
Check Registers .................................................... Permanent
Bank Deposit Slips ................................................ 7 years
Bank Statements and Reconciliation ........................... 7 years
Electronic Fund Transfer Documents .......................... 7 years

**Payroll and Employment Tax Records**
Payroll Registers .................................................. Permanent
State Unemployment Tax Records ................................ Permanent
Earnings Records .................................................. 7 years
Garnishment Records ............................................. 7 years
Payroll tax withholdings ........................................ 7 years
Payroll Tax returns ............................................... 7 years
W-2 Statements .................................................... 7 years
Employee Records
Employee offer letters.........................................................Permanent
Confirmation of employment letters ....................................Permanent
Employment and Termination Agreements .........................Permanent
Retirement and Pension Plan Documents ................................Permanent
Job descriptions, performance goals.......................................7 years after termination
Records Relating to Promotion, Demotion or Discharge .........7 years after termination
Accident Reports and Worker’s Compensation Records ..........5 years
Salary Schedules ..................................................................5 years
Employment Applications ....................................................3 years
I-9 Forms .............................................................................3 years after termination
Time Cards ...........................................................................2 years

Outside Contractor Management Records
Management Contracts .........................................................7 years after termination
Monthly Management Reports .............................................3 years
Outside Contractor Management Proposals .......................3 years

Fundraising and Programs
Grant Dispersal Contract......................................................Permanent
Donor Lists ...........................................................................7 years
Donor Records and Acknowledgement Letters......................7 years
Grant Applications and Contracts ..........................................5 years after completion
Newsletter Archives
(electronic and hardcopy – 5 copies/issue).........................Permanent
Conference Archives (electronic) .........................................10 years
Conference Registration Brochure and Program (hard copy) 10 years
Resource Documents for Ongoing Programs .........................Permanent*

Legal, Insurance and Safety Records
Appraisals............................................................................Permanent
Copyright Registrations ......................................................Permanent
Environmental Studies ........................................................Permanent
General Liability Insurance Policy .......................................Permanent
Insurance Claims Applications ..........................................Permanent
Property Insurance Policy ....................................................Permanent
Directors and Officers Insurance Policy ............................Permanent
Workers’ Compensation Insurance Policy .........................Permanent
Insurance Disbursements/Denials ........................................Permanent
Other Insurance Policies .....................................................Permanent

McKenzie Community Development Corporation
Records Retention Policy

Page 3 of 5
Real Estate Documents ................................................................. Permanent
Stock and Bond Records ............................................................ Permanent
Trademark and Copyright Registrations ...................................... Permanent
Leases .................................................................................................. 6 years after expiration
OSHA Documents ............................................................................. 5 years
General Contracts ........................................................................... 3 years after termination
Legal correspondence ....................................................................... 2 years
Liability Waivers .............................................................................. 7 years
Records of Sexual Harassment Complaints and Actions Taken in Response ..................................................................................... 5 years
Routine Correspondence, Form Letters, and Notes That Require No Follow-up ................................................................. 2 years
Correspondence Related to Any Unusual Circumstances .......... 7 years
Correspondence Beneficial to Ongoing Programs ..................... 3 years after termination
Routine emails ................................................................................ Until unneeded
Emails Supporting Records/Programs to be Saved .................. Life of Project

Planning and Institutional Knowledge
Disaster Recovery Plan ......................................................................... 7 Years
Staffing, Programs, Marketing, Finance, Fundraising, and Evaluation Plans .................................................................................. 7 years
Strategic Plans ..................................................................................... 7 years
Policies and Procedure ......................................................................... Permanent*
Essential Leader and Volunteer Training Documents ............ Permanent*
Resource Documents for Ongoing Business & Planning .......... Permanent*
Documents Containing Vital Organizational History .......... Permanent
Historical Lists (e.g. award-winners, past members, etc.) ................ Permanent*
Approved Region and Section C&Bs ............................................ Permanent*

* Indicates that the most recent version should be kept indefinitely, until a new version is adopted, as long as the organization exists and for 7 years after dissolution.

III. ELECTRONIC DOCUMENTS AND RECORDS. Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

IV. EMERGENCY PLANNING. The records of McKenzie Community Development Corporation will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping McKenzie Community McKenzie Community Development Corporation Records Retention Policy
Development Corporation operating in an emergency will be duplicated and maintained off site.

V. DOCUMENT DESTRUCTION. All of the corporation’s staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor this policy. The corporate Secretary of McKenzie Community Development Corporation is responsible for overseeing the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Documents containing confidential information should be destroyed 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.

Some documents are created solely for informal and temporary purposes and never attain “record status.” Unless related to litigation or government inquiry, these documents are not covered by the records retention schedule and should be destroyed promptly after the official record that they support is produced or after they are no longer serve the function for which they were included.

VI. COMPLIANCE. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against McKenzie Community Development Corporation and its employees and possible disciplinary action against responsible individuals. The corporate Secretary may 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.

Adopted by the Board of Directors of McKenzie Community Development Corporation on: _______________________________.

Signature : _______________________________ Date:_____________________

Title: _______________________________________

Date last reviewed:____________________________

McKenzie Community Development Corporation
Records Retention Policy

Page 5 of 5