This Document Retention Policy identifies the record retention responsibilities of staff and members of the Board of Directors for maintain and documenting the storage and destruction of the Organization’s documents and records.

1. **Rules**

The Organization’s staff and members of the Board of Directors are required to honor these rules:

1. Paper or electronic documents indicated under the terms for retention will be transferred and maintained by the Executive Director’s designee.
2. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated investigation or proceeding or private litigation.
3. The Executive Director is authorized to make modifications to the Record Retention Policy to ensure compliance with local, state and federal laws.
4. **Terms for retention**

Adoption contracts/animal records 7 years

Accident reports, claims and settled cases 7 years

Accounts payable ledgers and schedules 7 years

Membership and sponsorship receivable ledgers and schedules 7 years

Audit reports of accountants and Management Letters Permanently

Bank statements and reconciliations 7 years

Charts of Accounts 7 years

Checks (for important payments and purchases) Permanently

Contracts and leases (expired) 7 years

Correspondence (Legal, tax, large sponsorships and other important

matters only) Permanently

Correspondence (general) 1 year

Depreciation schedules Permanently

Deeds, mortgages and bills of sale Permanently

Duplicate deposit slips 1 year

EFT documents 7 years

Employment applications 3 years

Employee personnel records (after termination) 7 years

Financial statement (end-of-year) Permanently

Grant records (after completion of grant records) 7 years

I-9’s (after termination) 1 year

Insurance policies (expired) 7 years

Insurance records, current accident reports, claims, policies, etc. Permanently

Invoices to members, sponsors and customers 7 years

Invoices from vendors 7 years

Investment records 7 years

Ledgers – paper or electronic (and end-of-year trial balances) Permanently

Minute books of directors and committees including by-laws and charters Permanently

Payroll records and summaries 7years

Property appraisals by outside appraisers Permanently

Annual membership, certification and sales records 7 years

Conference records 7 years

Trade mark registration/copyright Permanently

Tax returns Permanently