



DOCUMENT MANAGEMENT POLICY

Revised: October 7, 2013

Birch Community Services, Inc., a 501c3 Nonprofit (hereafter BCS) seeks to maintain accurate and organized records. Toward that end, this policy directs the management and length of retention of key information for BCS.

If the organization is being investigated by a governmental law enforcement agency all formerly permitted document destruction shall be halted, and routine destruction of documents shall not be resumed without the written approval of the Executive Director.

Document:	Length of record retention:
Accounts payable ledgers and schedules	10 Years
Accounts receivable ledgers and schedules	10 Years
Audit reports of accountants	Permanently
Bank statements	10 Years
Capital stock and bond records: Ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc.	Permanently
Cash books	10 Years
Checks (canceled, with exception below)	10 Years
Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction])	Permanently
Contracts and leases (expired)	10 years
Contracts and leases still in effect	Permanently
Correspondence, general:	7 years
Correspondence (legal and important matters)	Permanently

Depreciation schedules	10 years
Donation records of endowment funds and of significant restricted funds	Permanently
Donation records, other [Note: Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.]	10 years
Duplicate deposit slips	10 years
Employee personnel records (after termination)	7 years
Employment applications	6 months
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses)	10 years
Financial statements (end-of-year)	Permanently
General ledgers and end-of-year statements	Permanently
Insurance policies (expired)	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal reports, miscellaneous	7 years
Inventories of products, materials, supplies	10 Years
Invoices from vendors	10 Years
Minute books of Board of Directors, including Bylaws and Articles of Incorporation	Permanently
Payroll records and summaries, including payments to pensioners	10 years
Purchase orders	3 years
Sales records	10 years
Scrap and salvage records	10 years
Tax returns and worksheets, revenue reports, and other documents relating to determination of tax liability	Permanently

Time sheets and cards	10 years
Voucher register and schedules	10 years
Volunteer records	3 years