

RODEHEAVER BOY'S RANCH, INC.
RECORDS RETENTION POLICY

Adopted: November 18, 2013

Rodeheaver Boys Ranch, Inc. a nonprofit corporation, shall use its best efforts to retain records for the period of their immediate or current use in accordance with this Record Retention Policy.

Personnel of the corporation shall not knowingly destroy any Document in violation of this policy.

Permanent Records include audit reports, checks for significant payments, contracts still in effect, correspondence about legal matters, deeds, mortgages, bills of sales, year – end financial statements, minute books, bylaws, charter and tax returns.

For a minimum of 7 years the following will be retained: accounts payable, contracts, inventories of products/materials, invoices for items purchased, grant reports, awarded grants, payroll records, personnel files (terminated) time sheets and withholding tax statements.

For a minimum of 3 years the following will be retained: bank reconciliations, bank statements, correspondence (general), duplicate deposit slips, employment applications and insurance policies (expired).