

THE COMMUNITY PARTNERSHIP RECORDS-RETENTION PLAN

RECORD CATEGORY	DESCRIPTION OF RECORDS	MANNER OF RECORD KEEPING	RETENTION PERIOD	DISPOSITION
General	Correspondence (including electronic documents)	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	Seven years	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
	Accounts payable, ledgers and schedules	Compile and file records on an annual basis.	Seven years. Store with financial records.	Archive with financial records and shred after three years of storage.
	Accounts receivable, ledgers and schedules	Compile and file on an annual basis.	Seven years. Store with financial records.	Archive with financial records and shred after three years of storage.
	Annual information returns (IRS Forms 990)	Federal law requires that copies of the three most recent years' returns be kept in the organization's headquarters and be made available for public inspection.	Permanent. Store with financial records.	Not applicable
	Audit reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable
	Bank statements and reconciliations	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Cash books	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.

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	Expense analyses and distribution schedules	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Year-end financial statements (others are optional)	Compile and file on an annual basis.	Permanent. Store with financial records.	Not applicable
	General/private ledgers, year-end trial balances	Compile and file on an annual basis.	Seven years. Store with financial records	Shred at the end of the retention period.
	Journal entries	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Notes receivable, ledgers and schedules	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable
	Payroll records and summaries	Compile and file records on an annual basis.	Permanent. Store with financial records.	Shred at the end of the retention period.
	Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints and plans.	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable
	Tax returns, worksheets and revenue agents' reports	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable
	Time cards	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Vouchers (invoices) for payments to vendors and employees, including allowances and reimbursements of employees, officers and consultants for travel and entertainment expenses	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
General	Withholding tax statements	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
Governance	Board of directors' minutes, notes and reports from all years	Compile and file records on an annual basis.	Permanent. Store with financial records.	Not applicable
	Governing documents, including articles of incorporation, bylaws, amendments and other related documents	File documents with other corporate records.	Permanent. Store with financial records.	Not applicable

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Grants	Proposals, original contract agreements, supporting data, accounting documents, financials, sub-recipient policy reports, time cards, invoices for payments to sub-awardees, sub-award agreements, procurement documents, A-133 audits and related correspondence	Compile and file records on an annual basis.	Seven years. Store with financial records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.
Human Resources	Employment applications	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
	Personnel files	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable
	Retirement and pension records	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable
	Insurance policies (expired)	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	Permanent. Store with other human resources records.	Not applicable
	Garnishments	Compile and file records on an annual basis.	Seven years. Store with financial records.	Shred at the end of the retention period.
Whistleblower	Records relating to employee complaints or concerns pursuant to the organization's whistleblower policy	Compile and file records on an annual basis.	Seven years; notwithstanding any shorter period provided above for the particular category of document. Store with other whistle-blower records.	Unless otherwise provided above for the particular category of document, shred at the end of the retention period