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**POLICY CATEGORY: 4. DAILY OPERATIONS**

**POLICY TYPE: 4.B. FINANCIAL MANAGEMENT AND STEWARDSHIP**

**POLICY TITLE: 4.B.2. *Document Retention & Destruction***

Approved by Board of Directors - 1/30/18

Together SC (“the Corporation”) takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The retention schedule below is intended as a guideline and may not contain all the records the Corporation may be required to retain.

When required, the Corporation may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably-foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Corporation.

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| **File Category** | ***Item*** | **Retention Period** |
| **Corporate Records** | *Bylaws and Articles of Incorporation* | Permanent |
| *Corporate resolutions* | Permanent |
| *Board and committee meeting agendas and minutes* | Permanent |
| *Conflict-of-interest disclosure forms* | 4 years |
| **Finance and Administration** | *Financial statements (audited)* | 7 years |
| *Auditor management letters* | 7 years |
| *Check register and checks, Bank deposits and statements* | 7 years |
| *Chart of accounts, General ledgers and journals (includes bank reconciliations)(Can be stored in Accounting Software)* | 7 years |
| *Investment performance reports* | 7 years |
| *Equipment files and maintenance records* | 7 years after disposition |
| *Contracts and agreements, (including for grants and with consultants)* | 7 years after all obligations end |
| *Correspondence — general* | 3 years |
|  | *Documents under the Whistleblower Protection Policy* | Permanent |
| **Insurance Records** | *Policies — occurrence type* | Permanent |
| *Policies — claims-made type* | Permanent |
| **Real Estate** | *Deeds* | Permanent |
| *Leases (expired), Mortgages, and security agreements* | 7 years after all obligations end |
| **Tax** | *IRS exemption determination and related correspondence* | Permanent |
| *IRS Form 990s* | 7 years |
| *Charitable Organizations Registration Statements (filed with the State of SC)* | 7 years |
| **Technology** | *Software licenses and support agreements* | 7 years after all obligations end |

**Electronic Documents and Records**

Electronic documents will be retained as if they were paper documents. Electronic files that fall into one of the document types will be maintained as a printed copy or archived in a computer file according to the stated guidelines. Backup and recovery methods will be tested on a regular basis.

**Emergency Planning**

The Corporation’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Corporation operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

**Document Destruction**

The President of the Corporation is responsible for the ongoing process of identifying records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

**Compliance**

Failure to follow this policy can result in possible civil and criminal sanctions against the Corporation and its employees and possible disciplinary action against responsible individuals. The President will periodically review these procedures with legal counsel or the Corporation’s certified public accountant to ensure compliance with new or revised regulations.