

DOCUMENT RETENTION POLICY

Purpose:

The Document Retention Policy of Mission of Hope Bolivia (MOHB) is designed to aid in:

- (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements;
- (b) destruction of documents which no longer need to be retained; and
- (c) providing guidance for the employees with respect to their responsibilities concerning document retention and destruction.

Scope:

This policy covers all employees. It covers both hard copy and electronic media.

Definitions and Forms:

All documents and records referred to in this policy include both hard copy and electronic media.

Policy and Procedure:

Mission of Hope, Bolivia takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep. Questions regarding the retention of documents not listed in this chart should be directed to the COO.

From time to time, the President/CEO 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in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President/CEO.

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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
	Payroll records	7 years
	Check register and checks	7 years
	Accounts Payable	7 years
	Accounts Receivable	7 years
	Bank deposits and statements	7 years
	Employee expense reports	7 years
	Internal Audit Reports	3 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Contribution records	Permanent
	Documents evidencing terms of gifts	Permanent
	Grant records	7 years after end of grant period
	Investment performance reports	7 years
	Equipment files and maintenance records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	3 years
Insurance Records	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end

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Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable Organizations Registration Statements	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 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. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. Backup and recovery methods will be tested on a regular basis.

Emergency Planning.

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

Document Destruction.

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

Document destruction will be suspended immediately upon any indication of an official investigation, or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

Compliance.

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against CAM and its employees and possible disciplinary action against responsible individuals. The COO will periodically review these procedures with the organization's certified public accountants to ensure that they comply with new or revised regulations.