

## WAIF Document Retention Schedule

**Purpose:** This policy provides for the systematic review, retention and destruction of documents received or created by the Organization in connection with the transaction of organization business. This policy covers all records and documents used in operations of WAIF, and is designed to meet the Sarbanes-Oxley Act of 2002 and other state and Federal law as they relate to nonprofit entities, and contains organizational guidelines for how long certain documents should be kept and how records should be destroyed. The policy is also designed to eliminate accidental or innocent destruction of records and to facilitate WAIF's operations by promoting efficiency and freeing up valuable storage space.

### WAIF: Operations

Type of Document	Minimum Requirement	Where Stored
Accounts Payable/Receivable/ Ledgers & Schedules	7 years	Training Ctr. Storage rm.
Audit Reports	Permanent	Executive Director Office
Animal Records: (Intake, Disposition, Health,Licensing)	7 years	Active: Front Lobby Inactive: Train. Ctr. Storage
Animal Records: (Adoption profiles)	Successful Adoption Apps. 6 months Unsuccessful Adopt. Apps. 7 yrs.	Active: Front Lobby Inactive: Train. Ctr. Storage
Animal Records: (Lost & Found reports)	1 year	Training Ctr. Storage rm.
Bank Statements & Reconciliations	3 years	Training Ctr. Storage rm.
Checks for Important Purchases (real estate and major)	Permanent	Training Ctr. Storage rm.
Checks (other)	7 years	Training Ctr. Storage rm.
Community Assistance: (Crisis Care, PAL, etc.)	7 years	Shelter Manager's Office
Contracts, Mortgages, notes, leases	7 years	Executive Director Office
Contracts still in effect	Contract Period	Executive Director Office
Correspondence (general)	3 years	Training Ctr. Storage rm.
Correspondence (legal and important matters)	Permanent	Executive Director Office
Controlled Substances Records	2 years	Shelter Manager's Office
Deeds, bills of sale	Permanent	Executive Director Office
Depreciation Schedules	Permanent	Training Ctr. Storage rm.
Donor Records	Permanent	Training Ctr. Storage rm.
Employment Applications	3 years	Training Ctr. Storage rm.
Financial Statements (year end)	Permanent	Training Ctr. Storage rm.
Insurance Records (accident rpts, claims, policies)	Permanent	Training Ctr. Storage rm.
Invoices	7 years	Training Ctr. Storage rm.
Operational Policy & Procedures: Thrift Store	Permanent (as updated)	Executive Director Office
Operational Policy & Procedures: Shelters	Permanent (as updated)	Executive Director Office
Payroll Records (timesheets, W-2's, etc.)	7 years	Executive Director Office
Personnel Files (terminated employees)	7 years	Executive Director Office
Personnel Policies (employee handbooks, etc.)	Permanent (as updated)	Executive Director Office
Tax Returns (990's)	Permanent	Executive Director Office
Volunteer Records	3 years	Volunteer Coord. Office

**WAIF: Board of Directors**

Type of Document	Minimum Requirement
Articles of Incorporation	Permanent
By Laws	Permanent
Board Minutes	Permanent
Board Resolutions	Permanent
New Board Member Applications and Info.	7 years

**Destruction Statement:** Each department manager is responsible for gathering of documents that have met the above retention guidelines. The Executive Director will be responsible for arranging periodic destruction (by shredding) of these documents as needed.