



## **RECORD RETENTION POLICY**

### **RECORDKEEPING POLICY**

#### **A. Purpose**

There With Care generates and maintains various records and documents in various forms in the course of its operations. The following guidelines for creation, maintenance and destruction of records were written to enhance efficiency and compliance with legal requirements and to preserve organizational history.

#### **B. Permanent Records**

There With Care shall keep the following as permanent records:

- Articles and Bylaws, including all amendments
- Minutes of all meetings of the Board of Directors
- Records of all actions taken by Board of Directors without a meeting
- Minutes of committee meetings
- Records of all waivers of notices of meetings of members and of the Board of Directors or any committees
- Audit reports, checks, legal and important correspondence, deeds, mortgages, bills of sale, depreciation schedules, year-end financial statements, tax returns and worksheets, trademark registrations and copyrights, contracts still in effect and insurance records.

#### **C. Records Subject to Inspection by the Public**

As stated under Internal Revenue Code section 501(a) and described in section 501(c), copies of the following shall be maintained at There With Care's primary business office, 2825 Wilderness Place, Suite 100, Boulder, CO, 80301, and are available for inspection.

- Annual Information Return (usually an IRS Form 990, 990-EZ, 990-N, or 990-PF) for the most recent three years (IRC§ 6104);
- Annual Tax Return (usually an IRS Form 990-T) for the most recent three years if the organization has unrelated business income (IRC § 6104)
- IRS Form 1023, Application for Recognition of Tax-Exempt Status, including any papers submitted in support of the Application and any letter or other document issued by the IRS with respect to the Application (IRC § 6104; 990).



There With Care may charge a reasonable fee for copying and postage expenses incurred by providing these documents.

#### **D. Other Records**

There With Care shall also maintain the following records:

- A corporate minute book, to be maintained by the Secretary or Treasurer, containing organizational documents including copies of all amendments and dates adopted; minutes of all meetings, including motions and amendments and whether they were adopted or defeated; actions taken without a meeting or taken by a committee; and waivers of notices of meetings
- Significant correspondence by the organization and related to the organization, to be collected and maintained by the Secretary or Treasurer
- Governmental filings, including ruling and determination letters from the Internal Revenue Service, to be collected and maintained by Executive Director
- Accounting and financial records, as required by law, to be collected and maintained by the Executive Director
- Employment records, pursuant to guidelines developed by the Executive Director in accordance with applicable law
- Documents involved in litigation or a government investigation must be retained at least until the completion of all investigations and appeal periods.

#### **E. Form of Records**

Records shall be maintained in written form or in a form capable of conversion into written form within a reasonable time.

#### **F. Document Retention and Destruction**

##### **STATEMENT OF POLICY**

This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the operation of There With Care by promoting efficiency and freeing up valuable storage space.

##### **RETENTION SCHEDULE AND ADMINISTRATION**

There With Care's Record Retention Schedule is set forth in Appendix A. The Operations Director ("Administrator") shall administer this Policy. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in



compliance with local, state and federal laws and includes the appropriate document and record categories for There With Care; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

**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 in Appendix A will be maintained for the appropriate amount of time. If an employee has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder.

**SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS**

No Director, Officer, Employee, Volunteer or Agent of ThereWithCare shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by There With Care.

During the occurrence of an anticipated or ongoing investigation or legal proceeding as set forth above, the Administrator shall suspend any further disposal of documents until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as necessary to promptly inform staff of any suspension in the further disposal of documents.

**APPENDIX A – RECORD RETENTION SCHEDULE**

**ACCOUNTING AND FINANCE**

<b>Record Type</b>	<b>Retention Period</b>
Accounts Payable ledgers and schedules	7 years
Receivable ledgers and schedules	7 years
Reports and Financial Statements	Permanent
Annual Audit Records, including work papers, others	7 years after completion
Bank Statements and Canceled Checks	7 years
Expense Records	7 years
General Ledgers	Permanent
Electronic Payment Records	7 years
Notes, Receivable ledgers and schedules	7 years
Investment Records	7 years after sale



**CORPORATE RECORDS**

**Record Type**

Annual Reports to Secretary of State/Attorney General  
Articles of Incorporation  
By-laws  
Board Meeting and Committee Minutes  
Board Policies/Resolutions  
IRS Application for Tax-exempt Status (form 1023)  
IRS Determination Letter  
State Sales Tax Exemption Letter  
Licenses and Permits

**Retention Period**

Permanent  
Permanent  
Permanent  
Permanent  
Permanent  
Permanent  
Permanent  
Permanent  
Permanent

**EMPLOYEE DOCUMENTS**

**Record Type**

Benefit Plans  
Employee Files  
Employment applications, resumes and others  
Forms I-9  
Separation Employment  
Payroll Registers (gross and net)  
Time Cards/Sheets  
Unclaimed Wage Records  
Retirement and Pension Records

**Retention Period**

Permanent  
Termination & 7 years  
3 years  
3 years after hiring  
7 years  
7 years  
5 years  
6 years  
Permanent

**PROPERTY RECORDS**

**Record Type**

Lease Agreement  
Property Insurance Policies

**Retention Period**

Permanent  
Permanent

**TAX RECORDS**

**Record Type**

Tax-Exemption Documents and Related Correspondence  
IRS 990 and 990T Tax Returns  
Tax Bills, Receipts, Statements  
Tax Workpaper Packages – Originals  
Sales/Use Tax Records

**Retention Period**

Permanent  
Permanent  
7 years  
7 years  
4 years

**GRANT RECORDS**

**Record Type**

Original grant proposal  
  
Grant Agreement and subsequent modifications if applicable

**Retention Period**

7 years after grant completion period  
7 years after grant completion period



Final grantee reports, both financial and narrative	7 years after grant completion period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after grant completion period

**CONTRIBUTION RECORDS**

**Record Type**

Records of Contributions  
In Kind Donation Receipts

**Retention Period**

Permanent  
7 years

**PROGRAM AND SERVICE RECORDS**

**Record Type**

Pantry Tickets  
Volunteer Records  
Family Records

**Retention Period**

7 years  
7 years  
Until patient's age reaches 18 years