

## ACMP Pacific Northwest Chapter (ACMP PNW)

### Document Retention Policy<sup>1</sup>

#### I. Policy:

All short-term and long-term storage of administrative and financial records are provided in a safe, secure and confidential manner. Depending upon the type of record, the appropriate length of time for retention complies with legal and funder requirements. Records relevant to foreseeable or pending judicial or administrative investigations or proceedings are preserved until the actions are concluded.

#### II. Procedures:

- A. **Physical Records:** At least annually, physical documents and files are transferred from active files to inactive storage and retention dates are noted on the files. Confidential files are clearly designated as such. Files in storage are placed in a fire resistant, secure, dry place. The table in Section IV of this policy provides the minimum requirements.
- B. **Long term storage of electronic records:** All electronic files are backed up daily to the cloud. The retention periods are consistent with those for physical records. The table in Section IV of this policy provides the minimum requirements.

#### III. Document Destruction and Litigation Retention:

- A. **Record Destruction Procedures.** Once records have been retained for the applicable period, they should be destroyed in a method that maintains confidentiality (i.e. shredding for physical records and complete deletion for electronic records), unless destruction of a class of records has been suspended for any reason, in accordance with Section III.C. Records should never be destroyed by placing them in the dumpster.
- B. **Destruction of Personal Copies.** Where ACMP PNW staff members retain personal copies of records in their desk files, such copies should be destroyed at the same time as the official copy of the record.
- C. **Suspension of Record Destruction.** In the event that any member of ACMP PNW staff becomes aware of imminent or pending government (federal, state or local) investigations, audits, proceedings or any lawsuits involving ACMP PNW, he or she should immediately report such information to management. ACMP PNW staff should not make any independent determinations concerning the suspension of record destruction procedures. Management, in consultation with ACMP PNW's President and legal counsel, shall make a determination as to whether it is necessary to suspend destruction for any class of records for any reason and shall provide prompt notice to ACMP PNW's staff of any deviations from the table found in Section IV of this policy.

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<sup>1</sup> Based upon a Document Retention policy Copyright February 2017, Washington State Nonprofit Association, [www.washingtonnonprofits.org](http://www.washingtonnonprofits.org). As the state association for all nonprofits, Washington Nonprofits makes sure nonprofits have what they need to succeed through learning, advocacy, and collaboration.

D. **Destruction of Other Records.** Those categories of records that are not listed in the table found in Section IV of this policy may be destroyed at such time and in a manner that best facilitates the efficient administration of ACMP PNW’s activities.

IV. Document Retention Timetable:

<b>Type of Document</b>	<b>Minimum Requirement</b>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Adopted by the Board of Directors on June 15, 2021