

Document Retention and Destruction Schedule

Electronic documents should be retained as if they were paper documents. All electronic documents that fall into the following document types should be maintained for the appropriate amount of time, after which they should be deleted from individual computers, databases, networks, and backup storage.

Organizational:	
Incorporation Documents: articles of incorporation, bylaws, mission statement	Permanent
Tax-exemption Documents: application for tax exemption, IRS determination letter, state determinations	Permanent
Meeting/board documents including agendas, minutes, etc.	Permanent
Human Resources:	
Payroll records and summaries (including W-2's, 1099's, 941's, state reports)	7 years
Personnel records	Permanent
Employee's W-4 form	Entire time it is in effect plus 3 years
Records of employee exposure to hazardous materials or conditions	30 years after termination of employment
Workers comp claims (after settlement)	7 years
Employment applications	3 years
Retirement plan benefits	Permanent
Employee handbooks	Permanent
Employee orientation and training materials	7 years after use ends
Timesheets	7 years
Withholding tax statements	7 years
Real Estate:	

Deeds, mortgages, contracts and leases still in effect	Permanent
Contracts, mortgages, notes, and leases (expired)	7 years
Insurance Records:	
Insurance records, current accident reports, claims, policies, etc. (active and expired)	Permanent
Financial:	
Audit report by outside CPA	Permanent
Internal audit reports	3 years
Payroll records	7 years
Check register and checks	7 years
Bank deposits and statements	7 years
Chart of accounts	7 years
General ledgers and journals (includes back reconciliations)	7 years
Investment performance reports	7 years
Equipment files and maintenance records	7 years after disposition
Contracts and agreements	7 years after all obligations end
Correspondence regarding important matters	Permanent
Technology:	
Software licenses and support agreements	7 years after all obligations end
Operations:	
Ticket stubs	Until FY audit is completed
Miscellaneous internal reports	3 years
Miscellaneous historical records	Discretionary
Contracts (still in effect)	Contract period
Correspondence (general)	2 years

Correspondence (legal and important matters)	Permanent
Trademark registrations and copyrights	Permanent
Development:	
Grant applications	Duration of grant plus 5 years
Grant compliance documentation	Duration of grant plus 5 years
Donor history-detail	5 years from last gift
Donor history-summary	Permanent
Artistic:	
Correspondence (important matters)	Permanent
Archival video	Permanent
Production Files	Permanent
Programs	Retain 3 copies permanently
Calendars	Permanent