



Document Retention/Destruction Policy

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

| | |
|---|-----------|
| Article of Incorporation to apply for corporate status | Permanent |
| IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status: | Permanent |
| By Laws | Permanent |
| Letter of Determination (for example, from the IRS in the USA) granting tax exempt and/or charitable status | Permanent |
| Board Policies | Permanent |
| Resolutions | Permanent |
| Board Meeting Minutes | Permanent |
| Sales Tax Exemption Document | Permanent |
| Tax or employee ID Number Designation | Permanent |
| Annual Corporate Filings | Permanent |

Financial Records

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|--|-----------|
| Chart of Accounts | Permanent |
| Fiscal Policies and Procedures | Permanent |
| Audits | Permanent |
| Financial Statements | Permanent |
| General Ledger | Permanent |
| Check Register/Books | 7 years |
| Business Expenses Docs | 7 years |
| Bank Deposit Slips | 7 years |
| Cancelled Checks | 7 years |
| Invoices | 7 years |
| Investment Records (deposit, earning, withdrawals) | 7 years |
| Property/asset inventories | 7 years |
| Petty cash receipts/documents | 3 years |
| Credit card receipts | 3 years |

Tax Records

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| Annual Tax Filing for the Organization (IRS Form 990 in the USA) | Permanent |
| Payroll Registers | Permanent |
| Filings of fees paid to professionals (IRS Form 1099 in the USA) | 7 years |
| Payroll Tax withholdings | 7 years |
| Earnings records | 7 years |
| Payroll tax returns | 7 years |
| W-2 statements | 7 years |

Personnel Records

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|---|---------------------------|
| Employee Offer Letters | Permanent |
| Confirmation of Employment Letters | Permanent |
| Benefits Descriptions Per Employee | Permanent |
| Pension Records | Permanent |
| Employee Application and Resumes | 7 years after termination |
| Promotions, demotions, letter of reprimand, termination | 7 years after termination |
| Job Descriptions, performance goals | 7 years after termination |
| Workers' Compensation Records | 5 years |
| Pension Records I-9 Forms | 5 years after termination |
| Time Reports | 3 years after termination |

Insurance Records

| | |
|---|-----------|
| Property Insurance Policy | Permanent |
| Directors and Officers Insurance Policy | Permanent |
| General Liability Insurance Policy | Permanent |
| Insurance Claims Applications | Permanent |
| Insurance Disbursements/Denials | Permanent |

Contracts

| | |
|-------------------------|-----------|
| All Insurance Contracts | Permanent |
| Employee Contracts | Permanent |
| Construction Contracts | Permanent |
| Legal Correspondence | Permanent |
| Loan/Mortgage Contracts | Permanent |
| Leases/Deeds | Permanent |
| Vendor Contracts | 7 years |
| Warranties | 7 years |

Donation / Funder Records

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|--------------------------|-----------|
| Grant Dispersal Contract | Permanent |
| Donor Lists | 7 years |
| Grant Applications | 7 years |

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|-----------------------|---------|
| Donor Acknowledgments | 7 years |
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Management Plans and Procedures

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| Strategic Plan | 7 years |
| Staffing/ programs, marketing, finance, fundraising and evaluation plans | 7 years |
| Vendor Contracts | 7 years |
| Disaster Recovery Plan | 7 years |

Pupil Records

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| Individual Student Record (<i>original or copy</i>) | Permanent* |
| (A) Legal name of pupil | |
| (B) Date of birth | |
| (C) Method of verification of birth | |
| (D) Sex of pupil | |
| (E) Place of birth | |
| (F) Name and address of parent of minor pupil | |
| 1. Address of minor pupil if different than above. | |
| 2. An annual verification of the name and address of the parent and the residence of the pupil. | |
| (G) Entering and leaving date of each school year and for any summer session or other extra session. | |
| (H) Subjects taken during each year, half-year, summer session, or quarter. | |
| (I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken. | |
| (J) Verification of or exemption from required immunizations. | |
| (K) Date of high school graduation or equivalent. | |
| (L) Individual Student Injury Record for which a claim was filed. | 1 year after the claim has been settled or after the statute of limitations has run. |
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| | <i>* Option to microfilm and destroy original.</i> |
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Document Protection

Document (hardcopy, online or other media) will be stored in the following manner by Bayshore Prep Charter School:

Files, Flash drives, CDs in locked cabinets and/or locked rooms, as well as secured school information system.