**NLN Affiliated Constituent League**

**Policy and Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| policy number | | **2.5** | | |
| policy name | | Record Retention | | |
| **date of origin** | | (Date) | | |
| purpose | | Provide provides clear definitions and provisions for handling allegations of misconduct while protecting the organization under difficult circumstances | | |
| 1. **policy** | | XYZ League of Nursing takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against XYZ and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the chief staff executive or chief financial officer of a potential or actual litigation, external audit, investigation, or similar proceeding involving XYZ. The information listed in the retention schedule below is intended as a guideline and may not contain all the records XYZ may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the chief staff executive.  From time to time, the chief staff executive may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the chief executive. | | |
| **Corporate Records**  Bylaws and Articles of Incorporation  Corporate resolutions  Board and committee meeting agendas and minutes  Conflict-of-interest disclosure forms  **Finance and Administration**  Financial statements (audited)  Auditor management letters  Payroll records  Journal entries  Check register and checks  Bank deposits and statements  Charitable organizations registration statements (filed with [State] Attorney General)  Chart of accounts  Expense reports  General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)  Accounts payable ledger  Investment performance reports  Investment consultant reports  Investment manager correspondence  Equipment files and maintenance records  Contracts and agreements  Investment manager contracts  Correspondence — general  **Insurance Records**  Policies — occurrence type  Policies — claims-made type  Accident reports  Fire inspection reports  Safety (OSHA) reports  Claims (after settlement)  Group disability records  **Real Estate**  Deeds  Leases (expired)  Mortgages, security agreements  Purchase agreements  **Tax**  IRS exemption determination and related correspondence  IRS Form 990s  Withholding tax statements  Correspondence with legal counsel or accountants, not otherwise listed  Timecards  **Communications**  **One set of all communication documents kept on-site and one set kept off-site**  Press releases  Annual reports  Other publications  Photos  Press clippings  **Donor Services**  Fund agreements (paper and digital copies)  Correspondence — acknowledgment of gifts and grant requests  Donor fund statements  **Community Philanthropy**  Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval.  Scholarship grant records, including applications if foundation staff participates in selection decisions  Approved grants — all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post–grant reporting information, if any.  Foundation funding requests, correspondence, and reports (funding received)  Declined/withdrawn grant applications  Foundation funding requests (denied)  **Consulting Services**  Consulting contracts/filed  **Human Resources**  Employee personnel files  Retirement plan benefits (plan descriptions, plan documents)  Employee medical records  Employee handbooks  Workers comp claims (after settlement)  Employee orientation and training materials  Employment offer letter  Employment applications  IRS Form I-9 (store separate from personnel file)  Résumés  **Technology**  Software licenses and support agreements  **Library**  Other foundations’ annual reports  Directories and periodicals  **General Administration**  Correspondence — chief executive and general  Appointment calendars — chief executive | | **Retention Period** |
| Permanent |
| Permanent |
| Permanent |
| 4 years |
| Permanent |
| Permanent |
| Permanent |
| Permanent |
| [7 years/ Permanent] |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years after disposition |
| 7 years after all obligations end |
| 7 years after all obligations end |
| 3 years |
| Permanent |
| Permanent |
| 7 years |
| 7 years |
| 7 years |
| 7 years |
| 7 years after end of benefits |
| Permanent |
| 7 years after all obligations end |
| 7 years after all obligations end |
| 7 years after disposition requirement |
| Permanent |
| Permanent |
| 7 years |
| 7 years after return is filed |
| 3 years |
|  |
| Permanent |
| Permanent (5 copies) |
| 7 years |
| 7 years |
| 7 years |
| Permanent |
| Permanent |
| Permanent |
| 7 years |
| 7 years |
| 7 years after completion of funded program, or date of grant if general operating support |
| 7 years after completion of program |
| 3 years |
| 3 years |
| 7 years after all obligations end |
| Permanent |
| Permanent |
| Permanent |
| Permanent |
| 7 years |
| 7 years after use ends |
| 7 years after all obligations end |
| 3 years |
| Greater of 1 year after end of service, or 3 years |
| 1 year |
| 7 years after all obligations end |
| 2 years |
| 2 years |
| 7 years |
| 7 years |
|  | |  | | |

Revision Dates: