

Attachment D

Document Retention Policy Bridges To Prosperity

Accounting files, banking, and tax documents and electronic files shall be retained maintained by the treasurer or as specified by the Executive Director. In-country project files shall retained for a minimum of 4 years, and shall be so maintained by the Executive Director. Administrative and development files shall be retained by the Executive Director. Design files shall be retained by the Executive Director. Board of Director Minutes shall be retained by the Secretary. Other documents should be maintained as shown below.

Type of Record – Financial	Retention Period (Years)
Auditors' reports	Permanent
Bank deposit slips, reconciliations, statements	4
Bills of lading	4
Budgets	2
Checks - cancelled	4
Contracts - purchase and sales	4*
Credit memos	4
Depreciation records	4*
Employee expense reports	4
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6*
Financial statements -- annual	Permanent
Financial statements -- interim	4
Freight bills	4
Internal reports (Work orders, sales reports, production reports)	4
Inventory lists	4
Invoices - Sales and cash register receipts, merchandise purchases	4
Invoices -- purchases (permanent assets)	4*
General ledger	Permanent
Journals	
General, cash receipts, cash disbursement, and purchase journals.	Permanent
Payroll journal	4
Petty cash vouchers	4
Subsidiary ledgers (accounts receivable, accounts payable, etc.)	6
Time cards and daily time reports	4
Worthless securities	7

Type of Record – Business Records

Articles of incorporation
 Bylaws
 Capital stock and bond records
 Contracts and agreements (government construction, partnership, employment, labor, etc.)
 Copyrights and trademark registration
 Legal correspondence
 Minutes
 Mortgages and note agreements
 Patents
 Personnel files

**Retention Period
(Years)**

Permanent
 Permanent
 Permanent
 Permanent
 Permanent
 Permanent
 Permanent
 6*
 Permanent
 4*

Type of Record – Insurance Records

Accident reports
 Fire inspection reports
 Group disability records
 Insurance policies
 Safety records
 Settled insurance claims

**Retention Period
(Years)**

6
 6
 6
 6 *
 6
 4 *

Type of Record – Pension/Profit Sharing Records

Actuarial reports
 Associated ledgers and journals
 Financial statements
 IRS approval letter
 Plan and trust agreement

**Retention Period
(Years)**

Permanent
 Permanent
 Permanent
 Permanent
 Permanent

Type of Record - Taxes

Tax returns and cancelled checks (federal, state and local)
 Sales and use tax returns
 Payroll tax returns
 Pension/profit-sharing informational returns

**Retention Period
(Years)**

Permanent
 Permanent
 4
 Permanent

* Retention periods begin after termination, expiration, disposal, etc. of item.