

## Records Retention Policy

The CSSF, Inc. will follow these guidelines when purging old records.

Types of Documents that apply to CSSF, Inc.:

Type of Document	Retention Time & Purging Guidelines
Annual Reports	Permanently – archive
Articles of Incorporation, Charter, Bu-Laws, Minutes and Other Incorporation Records	Permanently - archive
Audit Reports, Financial Statements (general/private ledgers, trial balance, journals)	Permanently - archive
Bank Reconciliation	3 years – shred
Bank Statements, Deposit Records, Electronic Fund Transfer Documents & Cancelled Checks	3 years – shred
Chart of Accounts	Permanently
Contracts (expired)	7 years - shred
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
CSEF Programs	Permanently – archive
Finalist Handbooks	Permanently – archive
Finalist Paperwork	2 years
Grants (funded)	7 years after closure
Grants (un-funded)	1 year
Insurance Policies (expired)	3 years
Insurance Records, Current Accident Reports, Claims, Policies, etc.	Permanently
Internal Audit Reports	3 years - shred
Invoices/Receipts (to customers/from Vendors)	7 years – shred
Pledge Forms	7 years – shred
Tax Returns and Worksheets	Permanently
Treasurer’s Reports	7 years – shred

## Records Retention Policy continued

Federal requirements for organizations with government contracts or subcontracts:

Type of Document	Retention Time & Purging Guidelines
Affirmative Action Plan (ED 11246 Vietnam Era Veterans Readjustment Act and the Rehabilitation Act of 1973)	Updated annually then 1 year after expiration of plan
Employee Applications (Civil Rights Act of 1964, Title VII, ADA, ADEA)	3 years from making the record or taking the personnel action
Employee Demographic Information & Compensation Records (Davis-Bacon Act, Service Contract Act & Walsh-Healy Public Contracts Act)	3 years
I-9's	3 years after date of hire or 1 year after termination
OSHA Logs (records related to medical exams – 30 years after termination)	5 years - shred
Payroll Records & Summaries (including records related to employee's leave) (Equal Pay Act, FSLA)	7 years – shred
Polygraph Test Results and Records (Employee Polygraph Protection Act)	3 years – shred
Retirement and Pension Records (including Summary Plan Descriptions) (ERISA)	Permanently
Withholding Tax Statements (FICA, FUTA, Federal Income)	7 years

1. An inventory of records will be done annually.
2. A review of the types and value of the current records will be made.
  - Administrative Value – use in day-to-day operations
  - Legal Value – records that must be maintained to comply with or show compliance with laws and regulations
  - Historical Value – records that show the history of the nonprofit
3. A review of the applicable federal and state laws and regulations for each type of record will be made.
4. Records scheduled to be disposed of will be shredded, recycled or deposited in the archives at CSU annually.