

**NAHJ**  
**Document Destruction and Retention Policy**

**Purpose:** In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by The National Association of Hispanic Journalists in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate NAHJ's operations by promoting efficiency and freeing up valuable storage space.

**NAHJ follows the document retention procedures outlined below.**

\*\*\*Documents that are not listed but are substantially similar to those listed in this schedule, will be retained for the appropriate length of time.

<b><u>CORPORATE DOCUMENTS</u></b>	<b><u>RETENTION PERIOD</u></b>
Articles of incorporation	Permanent
Board meeting and board committee minutes	Permanent
Board policies and resolutions	Permanent
By-Laws	Permanent
Donor Perfect Fundraising Growth Platform	Permanent
Fundraising Growth Platform	Permanent
Fixed asset records	Permanent
IRS application for tax-exempt status (Form 1023)	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
<b><u>Contracts</u></b>	<b><u>RETENTION PERIOD</u></b>
General correspondence	7 years
Accounting and corporate tax records	3 years
Agreements	7 years
Vendor Contracts	7 years
<b><u>Annual audits and year-end financial statements</u></b>	<b><u>RETENTION PERIOD</u></b>
Depreciation schedules	7 years
IRS Form 990 tax returns	Permanent
General ledgers	7 years
Business expense records	7 years
IRS Form 1099	7 years
Journal entries	7 years
Invoices	7 years
Sales records (books)	5 years
Petty cash vouchers	3 years
Cash receipts	3 years

Credit card receipts 3 years

**Bank records** **RETENTION PERIOD**

Check registers 7 years  
Bank deposit slips 7 years  
Bank statement and reconciliation 7 years  
Electronic fund transfer documents 7 years

**Payroll and employment tax records** **RETENTION PERIOD**

State unemployment tax records Permanent  
Garnishment records 7 years  
Payroll tax returns 7 years  
W-2 statements 7 years  
Employment tax records Permanent  
At least 4 years after filing the year's 4th quarter taxes (or longer, if required by state law)

**Human resource records** **RETENTION PERIOD**

Employment and termination agreements Permanent  
Retirement and pension plan documents Permanent  
Records relating to promotion, demotion or discharge 7 years after termination  
Accident reports and workers' compensation records 5 years  
Background checks, drug test results, driving records and employment verifications 5 years  
Resumes, employment applications and related materials  
(including interview notes) for employees 4 years after termination  
Resumes, employment applications and related materials  
(incl. interview notes) for applicants not hired 3 years  
Timesheets, compensation history and job history 4 years after termination  
Performance appraisal and disciplinary action records 4 years after termination  
I-9 forms 3 years after hire date or  
1 year after employment ends (whichever is later)

**Donor and grant records** **RETENTION PERIOD**

Donor records and acknowledgment letters 7 years  
Grant applications and contracts 7 years after expiration

**Legal, insurance and safety records** **RETENTION PERIOD**

Appraisals Permanent  
Copyright registrations Permanent  
Environmental studies Permanent  
Insurance policies Permanent  
Real estate documents Permanent  
Stock and bond records Permanent  
Trademark registrations Permanent  
Leases 7 years after expiration  
OSHA documents 5 years  
General contracts 3 years after expiration

When the retention period for any particular document has ended, be careful to erase, shred or otherwise destroy the document so that any confidential information can't be read or reconstructed.

SOURCE: <https://www.missionbox.com/article/351/document-retention-for-us-nonprofits-a-simple-guide>