

# **Targhee Music Foundation**

## **Record Retention and Destruction Policy**

### **A. Purpose.**

Records should not be kept if they are no longer needed for the operation of the Targhee Music Foundation or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

### **B. Exception for Litigation Relevant Documents.**

The Targhee Music Foundation expects all directors, officers, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the Targhee Music Foundation informs you, that corporate records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

### **C. Email.**

Email that needs to be saved should be either (1) printed in hard copy and kept in the appropriate file, or (2) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the category of the email.

### **D. Document Destruction.**

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. The corporation's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

1. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the secretary;
2. All other documents will be destroyed after three years;
3. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
4. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

### **E. Document Retention Schedule.**

See Below for Document Retention Schedule.

### ***Document Retention Schedule***

The following table indicates the minimum requirements for retention of records and is provided as guidance in the corporation's document retention policy. Because statutes of limitations and state and government agency requirements vary, the corporation should carefully consider its requirements and consult with legal counsel as needed. In addition, federal awards and other government grants may provide for a longer period than is required by other agencies.

## Targhee Music Foundation Record Retention and Destruction Policy

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years