**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in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the chief executive.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 IncorporationCorporate resolutionsBoard and committee meeting agendas and minutesConflict-of-interest disclosure forms**Finance and Administration**Financial statements (audited)Auditor management lettersPayroll recordsJournal entriesCheck register and checksBank deposits and statementsCharitable organizations registration statements (filed with [State] Attorney General)Chart of accountsExpense reportsGeneral ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)Accounts payable ledgerInvestment performance reportsInvestment consultant reportsInvestment manager correspondenceEquipment files and maintenance recordsContracts and agreementsInvestment manager contractsCorrespondence — general**Insurance Records**Policies — occurrence typePolicies — claims-made typeAccident reportsFire inspection reportsSafety (OSHA) reportsClaims (after settlement)Group disability records**Real Estate**DeedsLeases (expired)Mortgages, security agreementsPurchase agreements**Tax**IRS exemption determination and related correspondenceIRS Form 990sWithholding tax statementsCorrespondence with legal counsel or accountants, not otherwise listedTimecards**Communications****One set of all communication documents kept on-site and one set kept off-site** Press releasesAnnual reportsOther publicationsPhotosPress clippings**Donor Services**Fund agreements (paper and digital copies)Correspondence — acknowledgment of gifts and grant requestsDonor 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 applicationsFoundation funding requests (denied)**Consulting Services**Consulting contracts/filed**Human Resources**Employee personnel filesRetirement plan benefits (plan descriptions, plan documents)Employee medical recordsEmployee handbooksWorkers comp claims (after settlement)Employee orientation and training materialsEmployment offer letterEmployment applicationsIRS 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 generalAppointment 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: