



**Longmont Humane Society
Document Retention
R2**

Purpose: This policy is designed to provide a timeframe for how long we retain documentation. Longmont Humane Society will retain documentation for a limited amount of time. These files may be retained either in hard copy or electronic format.

Following these time periods, all documents will be destroyed.

Client Record Retention Schedule

Client/Animal Information 5

Business Record Retention Schedule

| ACCOUNTING AND FISCAL | CORPORATE |
|--|---|
| Accounts Payable Records 10 | Annual Reports P |
| Accounts Receivables Records 10 | Board of Directors Minutes P |
| Audit Reports (Internal) 10 | Budgets 5 |
| Bank Statements & Reconciliations 10 | Bylaws P |
| Check Registers 10 | Contracts (After Expiration) 7 |
| Credit Card Receipts 3 | Correspondence (General) 1 |
| Deposit Slip Duplicates 10 | Correspondence (Legal) 5 |
| Donor Records P | Insurance Policies (After Expiration) 5 |
| Expense Analysis & Distribution Schedules 10 | Inventories 5 |
| Financial Statements 10 | Leases (After Expiration) 5 |
| Fixed Assets Records 10 | Legal Briefs 5 |
| General Ledgers 10 | Office Equipment Records 5 |
| Invoices 10 | |
| Journals/Cash Books 10 | PERSONNEL |
| Payroll Records 10 | Accident Reports & Worker's Compensations Records (After Termination) 30 |
| | OSHA Logs & MSDS (After Posting) 5 |
| | Payroll Back-Up Records 3 |
| TAXATION | Employee Personnel Files (After Termination) 5 |
| Annuity or Deferred Payment Plan 10 | Employment Advertisements & Application Materials 2 |
| Depreciation Schedules 10 | Benefits & Insurance Records 10 |
| Employee Withholding Statements 10 | FMLA Leave Documents 3 |
| Tax Bills & Statements 10 | FCRA Forms & Background Checks 3 |
| Tax Returns & Work Papers 10 | I-9 Forms (After Termination) 3 years after hire date or 1 year after termination, whichever is later |
| | |

(Numerals indicate number of years records should be stored, P = Permanently)



Longmont Humane Society

Document Revisions

| Revision | Item | Responsible Party | Effective Date |
|-----------------|---------------------------|--------------------------|-----------------------|
| 1 | Initiating SOP | L. Smokowski | 1/26/2012 |
| 2 | Updated Personnel section | S. Crest | 1/22/2016 |