



**Longmont Humane Society
Document Retention
R3**

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

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 |
| | Leases (After Expiration) 5 |
| Financial Statements 10 | Legal Briefs 5 |
| Fixed Assets Records 10 | Office Equipment Records 5 |
| General Ledgers 10 | Drug Logs 2 |
| 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 |



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 |
| 3 | Added drug logs | L. Smokowski | 4/28/17 |