



Center for the Arts  
Document Retention and Destruction Policy

## **Purpose**

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Center for the Arts (“The Center”) or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding staff, volunteers, and members of the Board of Directors of The Center in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

## **Administration**

Attached hereto is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of The Center and the retention and disposal of electronic documents. The Center’s Director is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Director is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for The Center; monitor (with the assistance of legal counsel) local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

The Center’s staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Director, as requested, in implementing it. The Director and designated staff shall work with the members of the Board of Directors and other relevant volunteers to ensure that any Center documents or other media held by them and listed below be delivered to The Center to be held in compliance with this Policy. The Director, on a case-by-case basis depending on the sensitivity of the matter and documents involved, will share this Policy with outside vendors and other service providers and request compliance with this Policy’s terms.

## **Suspension of Record Disposal In Event of Litigation or Claims**

In the event The Center is served with any subpoena or request for documents or any staff, volunteer, or member of the Board of Directors of The Center becomes aware of a

governmental investigation or audit concerning The Center or the commencement of any litigation against or concerning The Center, such individual shall inform the Director and any further disposal of documents shall be suspended until such time as the Director, with the advice of counsel, determines otherwise. The Director shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

### **Emergency Planning**

Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of The Center in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Director shall develop reasonable procedures for document retention in the case of an emergency.

### **Applicability**

This Policy applies to all physical records generated in the course of The Center's operation, including both original documents and reproductions. It also applies to the electronic documents and other media described above.

This Policy was approved by the Board of Directors of The Center on February 22, 2018.

## Record Retention Schedule

Effective February 22, 2018

This Record Retention Schedule indicates the minimum requirements for the withholding of paper and electronic documents and electronic media. Documents shall be destroyed following the minimum withholding period. Electronic documents and media will be deleted from all individual computers, databases, networks, and back-up storage following the minimum withholding period.

Type of	Minimum
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)	10 years
Contracts (still in effect)	10 years following end of contract period
Contribution Records	Permanently
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
Financial statements	Permanently
Grant Records	10 years after end of grant period
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 articles of incorporation	Permanently
Payroll records and summaries	7 years

Personnel files (terminated employees)	7 years
Restricted Gift Terms/Agreements	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

\* - Correspondence (whether in written or electronic form) relating to a type of document listed above should be retained for the same period as the document to which they related.