

Policy #: Record Retention & Destruction Policy	
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**YWCA of Central Virginia  
RECORD RETENTION AND DESTRUCTION POLICY**

**1) 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 YWCA of Central Virginia or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of YWCA of Central Virginia 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.

**2) Policy**

This Policy represents the YWCA of Central Virginia’s policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

**3) Administration**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of YWCA of Central Virginia and the retention and disposal of electronic documents. The Executive Director/Chief Executive Officer (the “Administrator”) 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 Administrator 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 YWCA of Central Virginia; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

**4) Suspension of Record Disposal In Event of Litigation or Claims**

In the event YWCA of Central Virginia is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning YWCA of Central Virginia or the commencement of any litigation against or concerning YWCA of Central Virginia, such employee shall inform the Administrator and any further disposal of documents shall be suspended until shall time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **5) Applicability**

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

## **APPENDIX A - RECORD RETENTION SCHEDULE**

The Record Retention Schedule is organized as follows:

### **SECTION TOPIC**

- A. Accounting and Finance
- B. Agreements and Contracts
- C. Asset Records
- D. Correspondence and Internal Memorandum
- E. Electronic Documents
- F. Facilities
- G. Financial Obligations/Taxes
- H. Fundraising
- I. General Operations and Program
- J. Governance
- K. Grants
- L. Insurance
- M. Legal Files and Papers
- N. Miscellaneous
- O. Payroll Documents
- P. Pension Documents and Supporting Employee Data
- Q. Personnel Records
- R. Fiscal Sponsor Project Records

**A. ACCOUNTING AND FINANCE**

<b>Record Type</b>	<b>Retention Period</b>
Accounts Receivable Ledgers	7 years
Accounts Payable Ledgers	7 years
Adjusting Entries, Journal Entries, and Trial Balances	7 years
Audit Reports, Management Letters	Permanently
Bank Account Statements	7 years
Bank Account Reconciliations	7 years
Bond Issuances and Ledgers, Transfer Registers, Stubs Showing Bond Issuances, Debt Issuances, Etc.	Permanently
Cash Receipts and Disbursements	7 years
Charts of Accounts	Permanently
Check Registers & Checks, including cancel checks for significant payments and special contracts. Checks can be filed with the papers pertaining to the transaction.	10 years for general payments; Permanently for payments having to do with contractual, legal, tax, agreements, or other forms of obligations.
Deposit Slip Copies	3 years
Depreciation Schedules	Permanently
Financial Statements – for year-end that show the annual budget and balances	Permanently
Financial Statements – Other	7 years
General Ledgers, Year-End Trial Balances, Other Journals	Permanently

1. Credit card record retention and destruction

A credit card may be used to pay for the following YWCA of Central Virginia products and services: supply procurement, travel expenses related to YWCA business, conference registrations, and other permitted expenses.

All records showing customer credit card number must be locked in a desk drawer or a file cabinet when not in immediate use by staff.

If it is determined that information on a document, which contains credit card information, is necessary for retention beyond 2 years, then the credit card number will be cut out of the document.

**B. AGREEMENTS AND CONTRACTS**

<b>Record Type</b>	<b>Retention Period</b>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

**C. ASSET RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Property Records, including appraisals, purchases, deeds, and payments – also copyright and trademark records	Permanently
Mortgages and Bills of Sale	Permanently
Investment Transactions and Reports	Permanently

**D. CORRESPONDENCE AND INTERNAL MEMORANDA**

**General Principle:** Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

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1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
  - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
  - Form letters that require no follow-up.
  - Letters of general inquiry and replies that complete a cycle of correspondence.
  - Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
  - Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
  - Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

## E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter.
  - All e-mail—from internal or external sources—is to be deleted after 12 months.
  - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
  - YWCA of Central Virginia will archive e-mail for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
  - All YWCA of Central Virginia business-related email should be downloaded to a service center or user directory on the server.
  - Staff will not store or transfer YWCA of Central Virginia-related e-mail on non-work-related computers except as necessary or appropriate for YWCA of Central Virginia purposes.
  - Staff will take care not to send confidential/proprietary YWCA of Central Virginia information to outside sources.
  - Staff with more than 500MB in their e-mail account will be unable to send or receive messages until the size of their account is reduced. Staff will be notified by YWCA of Central Virginia's IT Contractor and/or Executive Director as their account size approaches 500 MB.
  - Any e-mail staff deems vital to the performance of their job should be copied to the staff's server drive folder if available, or stored in their OneDrive account.
2. Electronic Documents: including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
  - **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.

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- **Text/formatted files** - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After five years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.

### 3. Web Page Files: Internet Cookies

- All workstations: Microsoft Internet Explorer/Edge, Google Chrome, Mozilla Firefox an any other preferred browser should be scheduled to delete Internet cookies once per month.

YWCA of Central Virginia does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

Each day YWCA of Central Virginia will run an external hard drive backup copy of all electronic files (including email) on YWCA of Central Virginia's servers, as specified in the YWCA of Central Virginia Disaster Recovery Plan. This hard-drive is a safeguard to retrieve lost information within a one-year retrieval period should documents on the network experience problems. The backup copy is considered a safeguard for the record retention system of YWCA of Central Virginia, but is not considered an official repository of YWCA of Central Virginia's records. All quarterly and yearly tapes are stored offsite according to YWCA of Central Virginia's Disaster Recovery Policy. (continued)

In certain cases, a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

## F. FACILITIES

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanently
Facility and System Records for Major Repairs/Replacements	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

## G. FINANCIAL OBLIGATIONS/TAXES

**General Principle:** YWCA of Central Virginia must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

<b>Record Type</b>	<b>Retention Period</b>
IRS Rulings	Permanent
Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent
Tax Exemption Documentation and Related Agreements	Permanently

**H. FUNDRAISING**

<b>Record Type</b>	<b>Retention Period</b>
Donation records with restricted funding/allocation designations	Permanently
Donor records: Other	7 years

**I. GENERAL OPERATIONS AND PROGRAMS**

<b>Record Type</b>	<b>Retention Period</b>
Annual Reports	Permanently
Articles of Incorporation/Charter	Permanently
Client Service Records	7 years post-service provision, or as required by grantor
IRS 501 c3 Determination Letter/Taxpayer ID Number	Permanently
Operations Policies e.g. Personnel, Finance, Investment, Program, Accommodation, etc.	Permanently

<b>Record Type</b>	<b>Retention Period</b>
Volunteer Records	3 years
Vouchers Granted to Constituents	10 years
Website Content Archives	7 years

**J. GOVERNANCE**

<b>Record Type</b>	<b>Retention Period</b>
Board of Directors Meeting Minutes, including agendas, decisions and attendance records. Same for committee(s) making any binding decision	Permanently
Board of Directors Policies	Permanently
Bylaws, Bylaw Amendments	Permanently
Compensation Determinations for Directors, Officers and Executive Director/CEO	7 years
Conflict of Interest MOUs/Disclosure Forms	7 years

**K. GRANT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Original grant proposal/application	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period

<b>Record Type</b>	<b>Retention Period</b>
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

**L. INSURANCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to YWCA of Central Virginia	Permanent
Correspondence related to Insurance	Permanently
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

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**M. LEGAL FILES AND PAPERS**

<b>Record Type</b>	<b>Retention Period</b>
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

**N. MISCELLANEOUS**

<b>Record Type</b>	<b>Retention Period</b>
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent unless filed with applicable historical society or library
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only

**O. PAYROLL DOCUMENTS**

<b>Record Type</b>	<b>Retention Period</b>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 7 years
W-2 and W-4 Forms	Termination + 7 years
Garnishments, Assignments, Attachments	Termination + 7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years

**P. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA**

**General Principle:** Pension documents and supporting employee data shall be kept in such a manner that Donors Forum can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

<b>Record Type</b>	<b>Retention Period</b>
Retirement and Pension Records	Permanent

**Q. PERSONNEL RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Commissions/Bonuses/Incentives/Awards	7 years
EEO- 1 /EEO-2 - Employer Information Reports	2 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Medical Records	Separation + 6 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	7 years after separation
Employment Contracts – Individual	7 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	3 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-4 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	3 years after superseded

**Record Type**

**Retention Period**

Personnel Count Records

3 years

Forms I-9

3 years after hiring, or 1 year after  
separation if later

**R. FISCAL SPONSOR PROJECT RECORDS**

**Record Type**

**Retention Period**

Sponsorship agreements

Permanent