All India Movement (AIM) for Seva

**Document Retention and De**s**truction Policy**

**Document Destruction**

This Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization’s documents and records.

The organization’s staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

*a.*   Paper or electronic documents indicated under the terms for retention in the following section must be transferred to and maintained by AIM for Seva’s Executive Director and Bookkeeper.

*b.*   All other paper documents should be destroyed after three years.

*c.*   All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year.

*d.*   No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

*e.*   No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

**Record Retention[[1]](#footnote-1)[1]**

| **Type of Document** | **Minimum Requirement** |
| --- | --- |
| 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, notes, and leases (expired) | 7 years |
| Contracts (still in effect) | Contract period plus 7 years |
| Contributions/Gifts/Grants Contribution RecordsDocuments Evidencing Terms of GiftsGrant Records | PermanentPermanent7 years after end of grant period |
| Corporate and ExemptionArticles of Incorporation and AmendmentsBylaws and AmendmentsMinute Books, including Board & Committee MinutesOther Corporate FilingsIRS Exemption ApplicationIRS Exemption Determination LetterLicenses and Permits | PermanentPermanentPermanentPermanentPermanentPermanentPermanent |
| Correspondence (legal and important matters) | Permanently |
|  |  |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation schedules | Permanently |
|  |  |
| Employment applications | 3 years |
| Expense analyses/expense distribution schedules | 7 years |
| Year-end financial statements  | Permanently |
| 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 charter | Permanently |
| Patents and related papers | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years after termination |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets | 7 years |
| Trademark registrations and copyrights | Permanently |
| Withholding tax statements | 7 years |

1. \* Adapted from National Council of Nonprofits. [↑](#footnote-ref-1)