

POLICY for DOCUMENT RETENTION	
Distribution: All JF&CS Staff	Effective Date: May 21, 2008
Approval: May 20, 2008	Staff Contact: Chief Financial Officer

Purpose:

To ensure that all applicable statutes and regulations concerning the retention of records are followed by Jewish Family & Career Services.

Policy:

The schedule below shall be used to determine when the various types of records maintained by Jewish Family & Career Services in either paper or electronic form may be destroyed. Records should be reviewed annually to identify any that are eligible for destruction. Paper documents that are converted to electronic storage should be maintained for the same period that the original hardcopy would have been maintained.

Any record pertaining to a contemplated, pending or actual legal action that Jewish Family & Career Services is aware of is not to be destroyed under any circumstances until three years after the final legal action is resolved or until the statute of limitations expires without legal action occurring for any contemplated or pending legal action.

In the event that record retention requirements are specified in an agreement or contract use the specified retention schedule or this schedule, whichever is LATER, for retention of these records.

Documents shall only be destroyed by a process of shredding each document. The agency has contracted with a third party to shred all sensitive data. Documents should be placed in one of the locked bins provided for shredding. A log of all client files destroyed must be maintained including the documents destroyed, date of destruction and person destroying. This log will be maintained by each Director with a copy of the log provided to the Chief Financial Officer each year. A review of all files should be done in January of each year to determine any files that should be destroyed. When destruction of any documentation is done by a third party, a certificate of destruction shall be obtained from the destruction company.

All retention periods are in years.

JF&CS Schedule for Records Retention/Destruction
(A Portion of the Policy for Document Retention)

Case Records:	
Adoption Records	PERM
Certificates of destruction or shredding by a Third Party	PERM
Client Records Adolescents (under age 18)	7 after termination or when the client turns 25 (whichever is later)
Client Records Adults (over age 18)	7
Destruction Log (all files destroyed)	PERM

Contracts:	
Contracts (expired)	7
Contracts Major	PERM

Financial:	
Annual report	7
AP Ledgers/schedules	PERM
Audit Reports	7
Bank Reconciliations	7
Bank Statements	2
Budgets	PERM
Business Licenses	PERM
Chart of Accounts	PERM
Checks	7
Checks - real estate purchases	PERM
Construction documents	PERM
Deeds, mortgages, bills of sale	PERM
Depreciation Schedules	PERM
Duplicate deposit slips	7
Electronic payment records	7
Expense analysis/allocation schedules	7
Fixed Asset Purchases	PERM
General Ledger	PERM
Insurance policies (expired)	7
Insurance records (claims, accidents, etc.)	PERM
Inventories of assets	7
Invoices (from vendors)	7
Invoices (to customers)	7
Lease payment records	7
Loan Repayment Schedules	7
Non profit determination letter	PERM
Payroll records	7

Payroll Tax Returns	PERM
Petty Cash Vouchers	4
R/E purchase records and financing records	PERM
Records of mergers, consolidations, acquisitions, dissolutions, reorganizations	PERM
Tax returns and worksheets	7
Timesheets	7
Withholding tax statements	PERM
Year end financial statements (internal)	PERM

Governance:	
Board conflict of Interest Statements	4 after departure
Board minutes/Committee Minutes	PERM
Bylaws	PERM
Corporate Charter	6

Human Resources:	
Benefit plan documents	PERM
Employee Handbook (Current)	PERM
Employee Handbook (Revisions)	7 from date changed
Employment Applications (non – hired individuals)	1
FMLA docs	7
FMLA requests, accruals, time off requests	7
INS Form I-9	3 from the date of hire or 1 after termination (whichever is later)
Job Description	7 from date job was in effect
Medical information (employees)	Duration of employment plus: 30 for work related injuries, 5 for occupational injuries, 7 for FMLA
Pension/Profit Sharing employee contribution records	For the longer of 7 years or until distributed
Pension/Profit Sharing informational returns	PERM
Pension/Profit Sharing Trust Agreements	PERM
Personnel files (terminated employees)	7
Policies and Procedures (Current)	PERM
Policies and Procedures (superseded)	7
Recruiting (including applications, ads, interview records, job description and other records in the hiring process)	1
Training Documentation	7
Unemployment Insurance Records	6
Whistleblower complaints and any documents arising out of an investigation	7
Workers Comp Records	PERM

Other:	
Legal Memoranda/Opinions	PERM
Litigations Docs	7
Correspondence (vendors/contractors)	7
Email correspondence/electronic documents	7
Trademark registrations and copyrights	PERM