

# **Ronald McDonald House of Chapel Hill**

## **RECORD RETENTION POLICY**

### **Introduction**

The Ronald McDonald House of Chapel Hill takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Ronald McDonald House of Chapel Hill and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Chief Executive Officer (Executive Director) or Board President of a potential or actual litigation, external audit, investigation, or similar proceeding involving the Ronald McDonald House of Chapel Hill.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Ronald McDonald House of Chapel Hill may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the chief executive.

From time to time, the Chief Executive Officer (Executive Director) may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the chief executive.

## **RECORD RETENTION POLICY**

### **Corporate Records**

### **Retention Period**

|   |           |
|---|-----------|
| Bylaws and Articles of Incorporation            | Permanent |
| Corporate resolutions                           | Permanent |
| Board and committee meeting agendas and minutes | Permanent |
| Conflict-of-interest disclosure forms           | 4 years   |

### **Finance and Administration**

### **Retention Period**

|  |                                   |
|--|-----------------------------------|
| Financial statements (audited)   | Permanent                         |
| Auditor management letters   | Permanent                         |
| Payroll records  | Permanent                         |
| Journal entries  | Permanent                         |
| Check register and checks  | 7 years                           |
| Bank deposits and statements   | 7 years                           |
| Solicitation License applications  | 7 years                           |
| Chart of accounts  | 7 years                           |
| Expense reports  | 7 years                           |
| General ledgers and journals   | 7 years                           |
| (includes bank reconciliations, fund accounting by month, payouts allocations, securities lending, single fund allocation, trust statements) |                                   |
| Accounts payable ledger  | 7 years                           |
| Investment performance reports   | 7 years                           |
| Investment consultant reports  | 7 years                           |
| Investment manager correspondence  | 7 years                           |
| Equipment files and maintenance records  | 7 years after disposition         |
| Contracts and agreements   | 7 years after obligations end     |
| Investment manager contracts   | 7 years after all obligations end |
| Correspondence — general   | 3 years                           |

### **Insurance Records**

### **Retention Period**

|                             |                               |
|-----------------------------|-------------------------------|
| Policies — occurrence type  | Permanent                     |
| Policies — claims-made type | Permanent                     |
| Accident reports            | 7 years                       |
| Fire inspection records     | 7 years                       |
| Safety (OSHA) reports       | 7 years                       |
| Claims (after settlement)   | 7 years                       |
| Group disability records    | 7 years after end of benefits |

### **Real Estate**

### **Retention Period**

|                                |  |
|--------------------------------|--|
| Deeds                          | Permanent                              |
| Leases (expired)               | 7 years after all obligations end      |
| Mortgages, security agreements | 7 years after all obligations end      |
| Purchase agreements            | 7 years after disposition requirements |

### **Tax**

### **Retention Period**

|                                   |           |
|-----------------------------------|-----------|
| IRS determination, correspondence | Permanent |
| IRS Form 990s                     | Permanent |

|  |                               |
|--|-------------------------------|
| Withholding tax statements                       | 7 years                       |
| Correspondence with legal counsel or accountants | 7 years after return is filed |
| Timesheets                                       | 3 years                       |

### **Communications**

### **Retention Period**

|   |                      |
|---|----------------------|
| One set of all communication documents kept on-site and one kept off-site |                      |
| Press releases  | Permanent            |
| Annual reports  | Permanent (5 copies) |
| Other publications  | 7 years              |
| Photos  | 7 years              |
| Press clippings   | 7 years              |

### **Donor Services**

### **Retention Period**

|   |                                   |
|---|-----------------------------------|
| Fund agreements (paper and digital copies)                                  | Permanent                         |
| Correspondence — gifts and grant requests                                   | Permanent                         |
| Donor fund statements   | Permanent                         |
| Foundation funding requests, correspondence, and reports (funding received) | 7 years                           |
| Declined/withdrawn grant applications                                       | 3 years                           |
| Foundation funding requests (denied)  | 3 years                           |
| Consulting contracts  | 7 years after all obligations end |

### **Human Resources**

### **Retention Period**

|   |  |
|---|--|
| Employee personnel files  | Permanent  |
| Retirement plan benefits<br>(plan descriptions, plan documents) | Permanent  |
| Employee medical insurance records                              | Permanent  |
| Employee handbooks  | Permanent  |
| Workers comp claims (after settlement)                          | 7 years  |
| Employee orientation and training materials                     | 7 years after use ends                                 |
| Employment offer letter   | 7 years after all obligations end                      |
| Employment applications   | 3 years  |
| IRS Form I-9 (store separate from personnel file)               | Greater of 1 year after end of service, or three years |
| Résumés   | 1 year   |

### **Technology**

### **Retention Period**

|  |                                   |
|--|-----------------------------------|
| Software licenses and support agreements | 7 years after all obligations end |
|--|-----------------------------------|

### **Library**

### **Retention Period**

|                             |         |
|-----------------------------|---------|
| Foundations annual reports  | 2 years |
| Directories and periodicals | 2 years |

### **General Administration**

### **Retention Period**

|  |         |
|--|---------|
| Correspondence — chief executive and general | 7 years |
|--|---------|