

## Document Retention Policy

Category of Records	Description of Records	Manner of Record Keeping	Retention Period	Disposition
<b>General</b>	Correspondence	Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines.	<b>Seven Years.</b>	Archive only correspondence important to business activities. Useless documents should be recycled or shredded.
<b>Financial</b>	Accounts payable, Ledgers and schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Archive with financial records and shred after three years of storage.
	Accounts receivable, ledgers and schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Archive with financial records and shred after three years of storage.
	Annual information returns (IRS Forms 990)	Federal law <sup>1</sup> requires that copies of the three most recent years' returns be kept in the organization headquarters and be made available for public inspection.	<b>Permanent.</b> Store with financial records.	Not applicable.
	Audit reports	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.
	Banking statements and reconciliations	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Cash books	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Chart of accounts	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.

<sup>1</sup> This requirement is found in Section 6104(d) of the Internal Revenue Code of 1986, as amended.

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	Cancelled checks	For important payments, i.e., taxes, purchases of property, special contracts, etc., checks should be filed with the papers pertaining to the underlying transaction. Otherwise, compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Depreciation schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Duplicate deposit slips	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Expense analyses and distribution schedules	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Financial statements (year-end, other optional)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.
	General/private ledgers, year-end trial balances	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Journal entries	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Notes receivable, ledgers and schedules	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.
	Payroll records and summaries	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.
	Petty cash vouchers	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Property records including costs, deprecation reserves, year-end trial balances, depreciation schedules, blueprints, and plans	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.
	Tax returns, worksheets and revenue agents' reports	Compile and file records on an annual basis.	<b>Permanent.</b> Store with financial records.	Not applicable.

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	Time cards	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Vouchers (invoices) for payments to vendors, employees, etc. (includes allowances and reimbursements of employees, officers and consultants for travel and entertainment expenses)	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
	Withholding tax statements	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with financial records.	Shred at the end of the retention period.
<b>Governance</b>	Board of Directors minutes, notes and reports from all years	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other corporate records.	Not applicable.
	Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents	File documents with other corporate records.	<b>Permanent.</b> Store with other corporate records.	Not applicable.
<b>Grants</b>	Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards, invoices for payments to subawardees, subaward agreements, procurement documents, A-133 audits and related correspondence	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other grant records.	Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency.

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<b>Human Resources</b>	Employment applications	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other human resource records.	Shred at the end of the retention period.
	Personnel files (current)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resources records.	Not applicable.
	Personnel files (from date of termination)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resources records.	Not applicable.
	Retirement and pension records	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resource records.	Not applicable.
	Records of pension paid to employees or beneficiaries (after final payment)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resource records.	Not applicable.
	Insurance policies (expired)	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resource records.	Not applicable.
	Insurance records, current accident reports, claims	Compile and file records on an annual basis.	<b>Permanent.</b> Store with other human resource records.	Not applicable.
	Garnishments	Compile and file records on an annual basis.	<b>Seven Years.</b> Store with other human resource records.	Shred at the end of the retention period.
<b>Whistleblower</b>	Records relating to employee complaints or concerns pursuant to Robin Hood Foundation's Whistleblower Policy	Compile and file records on an annual basis.	<b>Seven Years: notwithstanding any shorter period provided above for the particular category of document.</b> Store with other whistleblower records.	Unless otherwise provided above for the particular category of document, shred at the end of the retention period.