

Fairbanks Animal Shelter Fund Record Retention Policy

Record Type	Retention Period
Organizational Documents	
Board of Director's minutes and related Documents	Permanent (note 1)
Incorporation Documents	Permanent
Bylaws/Bylaw Revisions	Permanent
IRS Exemption application and letter	Permanent
Human Resources	
Personnel files	7 years after termination
Job Descriptions	10 years after modification
Job applicant materials (unsuccessful applicants)	2 years after job is filled
Job applicant materials (successful applicants)	7 years after termination
Log of occupational injuries/illnesses	Employee's job tenure plus thirty years
Publications	
Newsletter	Permanent (note 1)
Annual Report	Permanent (note 1)
Other Publications	Permanent (note 1)
Development Documents	
Grant applications, reports, correspondence	10 years
Bequests	7 years after close of the estate
Endowment donor Records	Permanent
Other donor records	5 years if no activity
Financial Documents	
Payroll and bank records	7 years
Audits	Permanent (note 1)
Audit Workpapers	7 years
Quarterly Board Reports	3 years
Form 990 and schedule filings	Permanent (note 1)
Invoices and cancelled checks	7 years
Endowment and annuity records	Permanent
General Ledger	10 years
Other Documents	
Vendor Files	3 years after termination of relationship

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Record Type	Retention Period
Email	Retention period depends upon the content of the email as covered elsewhere in this policy
Policies and Procedures	7 years after replacement or elimination
Contracts	7 years after expiration
Legal Documents	7 years (Note 2)
Gaming Records	3 years after end of game
Documents not listed above	10 years

Notes:

1. May be scanned and stored electronically after 7 years.
2. Where a charge or lawsuit is filed, all relevant records must be kept until 7 years after final conclusion of the charge or lawsuit.
3. If an official investigation is underway or suspected, all document destruction must be stopped until the investigation is completed.

Confidential Material

Any documents that are confidential must be shredded on site or by a commercial shredding service.

Donor credit card information and any documents containing social security numbers must be shredded on site