

**2.11 RECORD RETENTION POLICY
CAPITAL AREA CASA ASSOCIATION**

APPROVED BY THE BOARD OF DIRECTORS
JULY 13, 2007

Capital Area CASA Association records are the property of the organization and are retained as outlined below. Unless otherwise stated, records may be retained in an electronic format. Records will be destroyed at the end of the applicable time period in an appropriate manner and in accordance with all applicable state and federal guidelines.

TYPE OF RECORD	RETENTION RULE	COMMENTS
DONOR RECORDS		
Bequests (permanently restricted)	Permanently	
Bequests (not permanently restricted)	5 years	
Donor acknowledgments	1 year	
Donor correspondence	1 year	
Endowments	Permanently	
Trusts	Permanently	
FINANCIAL AND TAX RECORDS		
Audits	Permanently	
Bank deposits	5 years or time period required by grant contract if longer.	
Bank statements	5 years or time period required by grant contract if longer.	
Cancelled checks	5 years or time period required by grant contract if longer.	
Depreciation schedule	Life of asset + 3 years	
Fixed asset ledger	Permanently	Documents titled Furniture and Equipment Inventories.
General ledgers and journals (including payroll)	Permanently 5 years	YTD as of 12/31 Monthly
Grant files	Retain as prescribed in individual grant contracts	
Payroll tax records	5 years	
Tax returns and supporting documentation	5 years	
Vendor invoices (paid)	5 years or time period required by grant contract if longer.	

TYPE OF RECORD	RETENTION RULE	COMMENTS
GOVERNANCE RECORDS		
Articles of Incorporation	Permanently	
Bylaws	Permanently	
Board and committee meeting minutes	Permanently	
INSURANCE RECORDS		
Expired professional liability insurance policies	Permanently	
Other expired insurance policies	3 years	
Insurance claims	3 years after settlement	
PERSONNEL RECORDS		
Personnel files	3 years after termination	Including but not limited to: application, time sheets, performance evaluations, salary records.
PROGRAM RECORDS		
Annual reports	Permanently	
Case files	Permanently	
CASA volunteer files	Permanently	
Training, pre-service	Permanently	Agenda, sign-in sheets.
	2 years	Entire file
Training, in-service	Permanently	Agenda, handout, sign-in sheets.
	2 years	Entire file
REAL ESTATE RECORDS		
Construction records	Permanently	
Property records and deeds	Permanently	
OTHER RECORDS		
Contracts (excluding grant contracts)	5 years from ending date	
Correspondence (regarding major legal and important matters)	Permanently	
Correspondence (general)	3 years	
Correspondence (routine, low importance)	1 year	
Licenses	5 years from expiration date	
Litigation (original documents)	Until case is closed	The original materials should never leave the organization's office, unless required by organization's legal counsel.

