

VIPS
Retention Periods

10/25/10

ACT = while active, employed, or enrolled
 LIFE = life of affected employee
 PERM = permanent
 CURR = current year/current issue or project

| TYPE OF RECORDS | DOCUMENT | RETENTION PERIOD |
|---|--|-------------------------|
| | | |
| ORGANIZATIONAL AND LEGAL RECORDS | Articles of Incorporation | PERM |
| | Charter | PERM |
| | By-Laws | PERM |
| | Minutes of Directors' Meetings | PERM |
| | Minutes of Directors' Committee Meetings | PERM |
| | Licenses | ACT + 7 years |
| | Expired Licenses | 7 years |
| | Deeds and Titles | PERM |
| | Bills of sale | |
| | Attorney Opinion Letters (property) | ACT + 7 years |
| | Insurance policies | PERM |
| | Legal correspondence | PERM |
| | General correspondence | 3 Years |
| | | |
| HR – GENERAL | Individual employee personnel files including: <ul style="list-style-type: none"> • Application / resume / offer letter • Original background check / subs abuse screen • Acknowledgement forms (i.e. policy / handbook etc.) • Wage/salary history/withholding forms • Performance appraisals • Discipline history • Signed job descriptions • External training/certifications | ACT + 7 |
| | Employee medical documentation. Includes results from substance abuse screens, requests for accommodation under ADA. (kept separate from personnel files) | ACT + 7 |
| | I-9 Forms | ACT + 2 |
| | EEO-1 Reports | CURR + 2 |

| TYPE OF RECORDS | DOCUMENT | RETENTION PERIOD |
|--------------------------------|---|-------------------------|
| | Employee Self-Identification forms (gender/race) | ACT + 2 |
| | EEOC Charges / Lawsuits / backup information | CURR + 7 |
| | Random substance abuse screen process / quarterly records of employees identified | CURR + 1 |
| | Applicant / candidates / recruiting activity | CURR + 2 |
| | Employee Issues files | CURR + 2 |
| | Corporate Compliance Hotline reports (Ethics Point and/or other vendor) | CURR + 2 |
| | Records not separately noted including information of current usefulness | CURR + 2 |
| | | |
| HR – COMP / TRAINING | Salary and wage policies / grade structures | CURR + 3 |
| | Employee Handbook | PERM |
| | Supervisor’s Policy Manual (including policy interpretations) | PERM |
| | Job Descriptions (Copies signed by employees maintained in Personnel Files) | CURR + 1 |
| | Training Programs (including current files as well as previous for use in development of future programs) | CURR |
| | Training Program attendance records | ACT + 7 |
| | Records not separately noted including information of current usefulness | CURR + 2 |
| | | |
| | | |
| HR – WORK COMP / SAFETY | Accident and incident reports | CURR + 7 years |
| | Workers Compensation records | CURR + 5 years |
| | Employee exposure reports | CURR + 5 years |
| | OSHA related records | CURR + 5 years |
| | CDL Files (including subs abuse checks for CDL employees) | ACT + 7 |
| | Records not separately noted including information of current usefulness | CURR + 2 |
| | | |
| | | |
| BENEFITS RECORDS | All Plan Documents and Summary Plan | CURR + 6 |

| TYPE OF RECORDS | DOCUMENT | RETENTION PERIOD |
|----------------------------|--|-------------------|
| | Descriptions including: <ul style="list-style-type: none"> • Health Care Plan • Dental Plan • Vision Plan • 401(k) • 403(b) • Deferred Compensation Plan (Maintained in Finance dept) • Short-term Disability • Long-term Disability • \$50,000 Group Life • Voluntary Group Life • Flexible Benefits Plan • Travel Insurance Plan | |
| | Form 5500 Filings | CURR + 7 |
| | 401(k) Plan participant records and beneficiary information | PERM |
| | 403(b) Plan participant records and beneficiary information | CURR + 7 |
| | Deferred compensation participant records and beneficiary information | PERM |
| | Life insurance claims payment and supporting documentation | CURR + 7 |
| | Health, dental and vision insurance claims payment and supporting documentation | CURR + 7 |
| | COBRA election / enrollment information | CURR + 7 |
| | Short-term disability claims payment and supporting documentation | CURR + 7 |
| | Long-term disability claims payment and supporting documentation | ACT + 7 |
| | Open Enrollment Elections and Life Event changes | ACT + 7 |
| | Annual plan/insurance renewal notes and documentation | CURR + 3 |
| | FMLA documentation including: <ul style="list-style-type: none"> • Initial documentation • Determination and/or denial letters • Certification and recertification • Total leave taken | CURR + 3 |
| | Records not separately noted including information of current usefulness | CURR + 2 |
| | time sheets | Current + 4 years |
| FEDERAL TAX RECORDS | | |
| | Form 990 | PERM |

| TYPE OF RECORDS | DOCUMENT | RETENTION PERIOD |
|------------------------------------|--|-------------------------|
| | Form 940 | 7 years |
| | Form 941 | 7 years |
| | IRS 501(c)3 Determination Letter | PERM |
| | Federal Tax ID confirmation letters | PERM |
| | Federal Tax Group confirmation letters | PERM |
| | Form 1099 | 7 years |
| | Form W-9 | 7 years |
| | Form W-2 and W-3 | 7 years |
| STATE AND LOCAL TAX RECORDS | | |
| | Sales and use tax ID number certificates | PERM |
| | Sales and use tax exemption certificates | PERM |
| | Property tax exemption letters | PERM |
| | State and local withholding tax remittance forms | 7 years |
| FINANCIAL RECORDS | | |
| Accounts Receivable | | |
| | Subsidiary ledgers and schedules | 7 years |
| | Receipts records | 7 years |
| | Cash receipt logs | 7 years |
| | Deposit slips | 7 years |
| | Bad debt allowance calculations | 7 years |
| | Receivable write off documentation | 7 years |
| | Aged trial balances | 7 years |
| Accounts Payable | | |
| | Purchase orders | |
| | Invoices | 7 years |
| | Contracts | ACT + 7 years |
| | Cancelled checks | 7 years |
| | Subsidiary ledgers | 7 years |
| | System cash disbursement records | PERM |
| Bank/Trusts/Treasury | | |
| | Bank statements | PERM |
| | Bank reconciliations | 7 years |
| | Wire transfers records | 7 years |
| | Trust statements | PERM |
| | Trust reconciliations | 7 years |
| | Resident/client fund records | ACT + 7 years |
| | Credit card listings | 1 year |
| | Signatory authorities | PERM |
| | Petty cash | 7 years |
| Property and Equipment | | |
| | Purchase documents | ACT + 7 years |
| | Depreciation records | 7 years |

| TYPE OF RECORDS | DOCUMENT | RETENTION PERIOD |
|--|--------------------------------|-------------------------|
| | Disposal records | 7 years |
| | Fixed assets ledgers | PERM |
| | Capital lease documents | PERM |
| | Physical inventory records | 7 years |
| Debt | | |
| | Leases | ACT + 7 years |
| | Bond documents | PERM |
| | Mortgages | PERM |
| | Line of credit documents | PERM |
| Other Assets/Liabilities | | |
| | Source documents | 7 years |
| | Quarterly schedules | 2 years |
| | Year-end schedules | 7 years |
| | Amortization schedules | 7 years |
| General Financial | | |
| | Audit reports | PERM |
| | Trial balances | PERM |
| | Financial statements (annual) | PERM |
| | Financial statements (interim) | 2 years |
| | Journal entry documentation | 7 years |
| | Charts of accounts | PERM |
| | Internal reports | 2 years |
| | General ledger detail reports | 7 years |
| MISSION ADVANCEMENT RECORDS | | |
| | Gift records (unrestricted) | 7 years |
| | Trusts and bequests | PERM |
| | Annuity agreements | PERM |
| | Gift records (restricted) | PERM |
| | Fund raising records | 7 years |
| | Donor correspondence | |
| | Event records | 7 years |
| | Grants | 7 years |
| | | |