



## Policy Regarding Document Retention and Destruction

Effective Date: September 22, 2020

### I. Policy Statement:

Albemarle Charlottesville Historical Society, Inc. (ACHS) is committed to maintaining records that are required by law; provide administrative, legal, and historical value; and minimize business risk for ACHS. ACHS is committed to the destruction of records in an appropriate manner ensuring the confidentiality of information.

The purpose of this policy is to achieve a complete and accurate accounting of all relevant records within the organization; to establish the conditions and time periods for which paper based and electronic information and records will be stored, retained, and destroyed after they are no longer active for business purposes; and to ensure appropriate availability of inactive records.

### II. Definitions:

**Confidential Records:** Records which contain identifying information on employees, clients, donors, and volunteers which are protected from public knowledge due to the personal or financial information they contain.

**Occupational Safety and Health Administration (OSHA):** Federal agency responsible for establishing and enforcing safety and health standards in the workplace.

**Public Information:** Information that is public knowledge and can be given to the public on behalf of ACHS

**Records:** Records covered in this policy are both hard copy records as well as electronic records.

**Email Communication:** E-mail messages and documents transmitted by e-mail may be considered records and are subject to this policy. If an e-mail message would be considered a record based on its content, the retention period for that e-mail message would be the same for similar content in any other format. The originator/sender of the e-mail message (or the recipient of a message if the sender is outside ACHS) is the person responsible for retaining the message if that message is considered a record. Users must save e-mail messages in a manner consistent with ACHS procedures for retaining other information of similar content.

**Sensitive Records:** Records containing information intended for limited use by ACHS that, if disclosed, could be expected to have a serious adverse effect on the operations or reputation of ACHS or which is protected at the request of a donor.

**Workforce Responsibility:** All employees and volunteers are responsible for ensuring

that information and records are created, used, maintained, preserved, and destroyed in accordance with this policy.

**Records Destruction:** After the retention period ends, the documents will be destroyed by methods which render the information unusable. For paper documents, shredding is the principal mode of destruction. Electronic storage media, such as CD-ROMS, DVDs, tapes, USB thumb drives, or hard drives containing confidential or sensitive information may only be disposed of by destruction methods which render the media unusable, including shredding, burning, degaussing, which uses electro-magnetic fields to erase data; or by “zeroization” of the sensitive information so that the media may be used again.

### III. Policy

- A. All records used to operate and manage ACHS are considered the property of ACHS, and therefore are to be maintained and managed by ACHS.
- B. Records of ACHS are to be used solely for the benefit and business of ACHS. Disclosure of confidential, private, and sensitive information and/or records must be approved by the appropriate administrator.
- C. Confidential and sensitive information and files are to be stored in a manner that prevents them from being misused, damaged, or destroyed.
- D. When contracting for technology services to ACHS, the provider must ensure the back- up and confidentiality of records, files, and communication.
- E. Each employee has an obligation to contact the executive director of a potential or actual litigation, external audit, investigation, or similar proceeding involving ACHS.
- F. The information listed in the retention schedule below is intended as a guideline and may not contain all the records that ACHS may be required to keep in the future. Questions regarding the retention of documents not listed in this schedule should be directed to the executive director.
- G. From time to time, the 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 executive director.

#### IV. Document Retention Schedule

<b>Financial Records</b>	
<b>Document Type</b>	<b>Retention Period</b>
Audit and Review Reports	Permanent
Chart of Accounts	Permanent
Annual Financial Statements	Permanent
General Ledgers	Permanent
Budget records	Permanent
Fixed Assets Records	Permanent
Journal vouchers	Permanent
Profit and Loss statements	Permanent
Tax returns	Permanent
W-2s and other tax filing	Permanent
Annual corporate reports	Permanent
Property deed(s) and purchase/sale agreements	Permanent
Property Tax	7 years
Accounts Payable and Receivable	7 years
Bad Debt write-off supporting details	7 years
Bank Statements, Reconciliations, and Cash books	7 years
Check Registers	7 years
Deposit Slips	7 years
Interim Financial Statements	7 years
Inventory Ledger	7 years
Invoices (funding sources and vendors and insurance safety reports	7 years
Payroll Registers	7 years
Petty cash books	7 years
Credit Card Receipts	3 years
<p><i>Any litigation, claim, negotiation, audit or other action involving the records started before the expiration of the retention period, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular retention period, whichever is later.</i></p>	

<b>Corporate Records</b>	
<b>Document Type</b>	<b>Retention Period</b>
Articles of Incorporation and Amendments	Permanent
By-Laws and Amendments	Permanent
Board minutes, including Committee meeting minutes	Permanent
Annual Reports to State Corporation Commission and Dept. of Agriculture and Consumer Services	Permanent

IRS Exemption Application (form 1023 or 2014)	Permanent
IRS Exemption Determination Letter	Permanent
State Tax Exemption Application	Permanent
State Exemption Determination Letter	Permanent
Licenses and Permits	Permanent
Insurance claims and policies	Permanent
Accident reports	Permanent
Retirement and pension records	Permanent
Product donation receipts	Permanent

<b>Development Records</b>	
<b>Document Type</b>	<b>Retention Period</b>
Grants	7 years after grant period ends
Contribution Records	Permanent
Documents evidencing Terms of Gifts	Permanent
Records of endowment funds and significantly restricted funds, and donation records of realized bequests (\$5,000 and up)	Permanent
Other documentation important to maintaining consistency and building relationships with individuals, foundations, corporations, and other donors	Permanent

<b>Human Resources Records</b>	
<b>Document Type</b>	<b>Retention Period</b>
Employee personnel files	20 years after termination
Workers' Compensation records	5 years after closure of case
Recruitment, hiring and selection records	3 years after position is filled
Unsolicited applications and/or resumes	1 year
Equal Employment Opportunity Commission Records and Reports (EEOC)	3 years after resolution
Division of Motor Vehicle records	3 years from end of service

<b>Volunteer Records</b>	
<b>Document Type</b>	<b>Retention Period</b>
All Volunteer Records	3 years from end of service

<b>Management and Miscellaneous</b>	
<b>Document Type</b>	<b>Retention Period</b>
Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after expiration
Policies & Procedures Manual	Current version with revision history

**V. Violations of Policy:**

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ACHS and its employees.

**VII. Authority:**

This policy is issued by Albemarle Charlottesville Historical Society, Inc. The Executive Director or ED designee is authorized to grant exceptions based on written request.

**VIII. Interpretation:**

The Executive Committee is responsible for official interpretation of this policy and absent designation by the Executive Committee otherwise, the Executive Director is deemed the Executive Committee's designee to grant exceptions.