

Morris Habitat for Humanity, Inc.
Document Retention and Destruction Policy
(Adopted November 3, 2008)

Purpose

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. Morris Habitat for Humanity, Inc. (“MHFH”) recognizes the importance of eliminating accidental, innocent or intentional destruction of vital documents and for administrative personnel to know the length of time records should be retained to be in compliance with the Sarbanes-Oxley Act, IRS requirements, and the highest standards of accounting and business practices.

Policy

It shall be the policy of MHFH to comply with the following mandatory minimum document retention requirements. Further, it shall be allowed that these requirements automatically increase if they are found to be short of any of the above referenced standards. All documents to be destroyed will be shredded until they are no longer readable or accessible.

TYPE OF DOCUMENT

**MINIMUM
REQUIREMENT**

I. Corporate/Organizational Records:	
Incorporation documents and bylaws	Permanent
List of Directors and Officers by Year	Permanent
Minutes books of board meetings	Permanent
Conflict of interest disclosure forms	4 years
Tax exemption information	Permanent
II. Financial Records:	
Accounts payable ledgers and schedules	7 years
Annual Audit reports	Permanent
Bank reconciliations	4 years
Bank statements, cancelled checks, check registers	7 years
Checks (for homeowner escrow, land, critical matters)	Permanent
Deposit slips	2 years
Expense analyses and expense distribution schedules	7 years
General ledgers and journals	7 years
IRS Form 990s (The current form must be available at the affiliate’s office at all times.)	7 years
Invoices	7 years
Treasurer’s reports (periodic)	3 years
Year end financial statements	Permanent

III. Property/Homeowner Records:	
Contracts, mortgages, notes and leases (expired)	4 years after obligations end
Contracts still in effect, including family selection	Permanent
Deeds, bills of sale	Permanent
Delinquency letters to homeowners	Permanently part of their file
Family selection applications (not chosen)	25 months past decision
Family selection applications (in program)	Permanent
Sweat equity logs	Permanent
IV. Employment Records	
Employment applications, including volunteers	3 years
IRS I-9 forms on employees	3 years after employment ends
Payroll records and summaries	7 years
Personnel files (terminated employees and volunteers)	7 years
Personnel files (current employees and volunteers)	Permanent
Withholding tax statements	7 years
V. Claims and Insurance; Misc. Legal:	
Claims (after settlement)	7 years
Correspondence on legal matters	Permanent
Insurance policies (expired)	3 years after expiration
Insurance claims, current policies	Permanent
Insurance policies for homeowners	Permanent
Volunteer liability waiver forms	For adults - 28 months after activity for which waiver was signed; For minors – 28 months after minor turns 18 years of age
Workman's compensation claims	7 years after settlement
VI. Other	
Correspondence (general)	2 years
Correspondence (and calendar) of ED	7 years
Correspondence with vendors	2 years
Grant records	7 years after the grant ends
Safety reports (OSHA and others)	7 years
Vendor Contracts	4 years after obligations end