

AppleTree Early Learning Public Charter School Document Retention and Destruction Policy

The Sarbanes-Oxley Act addresses the retention and destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. In keeping with this requirement, AppleTree Early Learning PCS has adopted the document retention requirements published by the *National Council of Nonprofit Associations, 2004*.

Minimum Retention Requirements by Document Type

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 Years
Bank statements	3 Years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 Years
Contracts (still in effect)	Permanently
Correspondence (general, including electronic)	2 Years
Correspondence (legal and important matters, incl. electronic)	Permanently
Correspondence (with customers and vendors, incl. electronic)	2 Years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 Years
Employment applications	3 Years
Expense Analyses/expense distribution schedules	7 Years
Year End Financial Statements	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 Years
Inventories of products, materials, and supplies	7 Years
Invoices (to customers, from vendors)	7 Years
Minute books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Payroll records and summaries	7 Years
Personnel files (terminated employees)	7 Years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 Years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 Years

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Responsibility for Storage and Retention

In addition to the minimum retention requirements, it is prudent management for AppleTree Early Learning PCS to spell out some guidelines for managing important documents. General guidelines and responsibilities for managing documents follow.

Responsibilities

Responsibility for managing retention, storage, and destruction of records shall be shared between the Controller and the Treasurer. The Controller shall manage and store all financial records pertinent to day-to-day financial operations. As necessary, the Treasurer shall manage and store copies of archived audits, reports, and financial statements required for orderly and efficient conduct of financial business. The Controller shall manage and store all non-financial records and all archived financial audits, reports, and statements.

Physical Storage

All official records subject to the retention policy will be maintained in AppleTree Early Learning PCS' corporate offices located at 415 Michigan Avenue, NE, 3rd Floor, Washington, DC 20017.

Update and Modification of Policy

The AppleTree Early Learning PCS Board of Directors shall have authority to adopt changes and updates to the guidelines such as those published by the *National Council of Nonprofit Associations*, the *American Bar Association*, *Independent Sector* or other non-profit advisory organizations. The AppleTree Early Learning PCS Board of Directors shall be kept abreast of significant changes in requirements mandated by new or changed laws and regulations concerning records management, and the Board shall adjust this policy accordingly.