

**WARRIORS & QUIET WATERS FOUNDATION, INC.
Records Retention Policy**

ARTICLE I – PURPOSE

As a non-profit organization, Warriors & Quiet Waters Foundation, Inc. (“WQW”) is committed to earning and maintaining the public’s trust and confidence. The purpose of this policy is to further that commitment by ensuring that WQW properly maintains and manages records and information relevant to the organization and resulting from the day-to-day operations.

ARTICLE II – GENERAL PROVISIONS; APPLICABILITY

Section 2.0 Records Ownership. All records, whether or not described herein, are the property of WQW and may not be removed, destroyed, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by this policy. WQW team members have no expectation of privacy relating to WQW records.

Section 2.1 Applicability.

2.1.1 WQW Team, Personnel. This policy applies to all WQW records and WQW team members, as defined herein, including those WQW team members who are separated/separating from service, whether voluntarily or involuntarily (“separating team member”). Separating team members must promptly return all WQW records in his/her control; shall not remove, destroy, transfer, copy, or otherwise damage or dispose of WQW records; and shall ensure all WQW records are transferred to his/her supervisor, transferred to the appropriate team member(s), or saved in identified locations according to the schedule herein.

2.1.2 Records. Records described herein must be retained according to the schedule set forth below and shall be destroyed when the retention period has expired. Records not included in the list below are not subject to a specific retention period unless otherwise specified and may be destroyed following use.

Section 2.3 Exception. All document destruction, including that permitted under these guidelines, shall *immediately cease* in the case of an official investigation (external or internal), legal action, or other reason justifying prolonged retention. Routine document destruction shall not be resumed without the written approval of the Executive Director, the Board of Directors, or applicable authority.

Section 2.4 Record Storage. All records outlined in this policy will be stored in locations deemed appropriate by the WQW Executive Director and/or appropriately designated members of the WQW executive leadership team. Records may be stored in hardcopy within designated WQW-controlled areas or long-term storage. Electronic records will be

stored within specified file shares housed on WQW-owned, controlled, or leased servers/server facilities.

Exceptions include those records identified in the schedule below with the following designations:

- * Indicates records that must be stored in a fire-resistant file cabinet at a designated WQW location.
- + Indicates records to be stored in specified location(s) as designated by members of the WQW human resources team.

Additionally, documents deemed to have significant historical value may be kept for longer periods than those outlined above with the approval of the Executive Director.

Section 2.5 Definitions.

- (a) ***Administrative correspondence*** – communications, drafted by any WQW team member, that contain significant information about WQW and its programs.
- (b) ***Executive correspondence*** – communications, drafted by any WQW team member, that document significant events or the development of WQW structure, policies, and procedures.
- (c) ***General correspondence*** – communications, drafted by any WQW team member, that do not contain significant information about WQW’s programs. SPAM, vendor solicitations, transitory, or personal messages that have no WQW-related purpose are not General Correspondence and may be deleted after reading/use.
- (d) ***Active + X Years*** – calculated to be “X” years beyond a record’s active use within the organization.
- (e) ***WQW team member*** – an individual affiliated with WQW whether as an employee, contractor, agent, board member, or volunteer
- (f) ***Record or WQW Record*** – any communication made, transmitted, or received by any WQW team member in the course of fulfilling WQW duties or responsibilities that contains WQW-related information. A record may be in any form, including but not limited to, written or typed, print or electronic, e-mail, tapes, film, microfilm/fiche, photocopy, and optical disk, and may be stored in any medium including physical or electronic files (i.e. network drives, computer files/drives, external drives, flash drives, etc.).

ARTICLE III – SPECIFIC RETENTION PERIODS

The following records, documents, and information shall be maintained for the period of time specified herein:

Type of Records	Length of Storage
<i>Accounting Records</i>	
Accounts payable/receivable – ledgers, schedules, invoices	7 years
Accounts written off	7 years
Audit reports, including correspondence	Permanent
Balance sheets, trial balances	Permanent
Bank reconciliations, statements, deposit slips	7 years
Cash books, check registers	Permanent
Checks – cancelled (general)	7 years
Checks – cancelled (tax payments, property purchases, special contracts)	Permanent (with related transaction)
Gift batches (gifts, pledges, etc.)	Permanent
Charts of accounts	Permanent
Depreciation schedules	Permanent
Expenses – employee expense reports, vendor invoices, purchase orders	7 years
Financial statements (year-end)	Permanent
Financial statements (quarterly)	7 years
General ledger, subsidiary ledger	Permanent
Notes receivable	Active + 10 years
<i>Corporate Records</i>	
Annual Filings	Permanent
Articles of incorporation, amendments	Permanent
Board records – minutes (board, committees); resolutions; election records; records of written actions; electronic votes	Permanent
Bylaws, amendments	Permanent
Claims, litigation*	Permanent
Conflict of Interest Disclosure Forms ⁺	Active + 4 years
Contracts*	Active + 4 years
Copyrights, trademarks, service marks, patents*	Permanent
Publications	Permanent
<i>Correspondence & Email (not otherwise defined)</i>	
Administrative correspondence	2 years
Executive correspondence	5 years
General correspondence	1 year
Legal correspondence	Permanent
<i>Donor/Gift Records</i>	
Bequest files*	Permanent
Endowment reports (annual or periodic)	Permanent
Fund Agreements, Terms of Funds	Permanent (with fund file)

- New fund (see Fund Agreement, Terms of Fund)	Permanent (with fund file)
- Add to existing fund	7 years (with fund file)
Gift proposals (unfunded)	7 years
<i>Fixed/Tangible Assets, Real Estate</i>	
Bills of sale	Permanent
Depreciation schedules	Permanent
Fire inspection reports	6 years
Inventory records	Permanent
Leases*	Active + 7 years
Mortgages; security agreements	Active + 7 years
Plans & blueprints	Permanent
Property appraisals*	Permanent
Property register	Permanent
Property deeds, titles*	Permanent
<i>Insurance Records</i>	
Accident reports/claims ⁺	Active + 7 years
Expired insurance policies	Permanent
Insurance appraisals	7 years
<i>Investment Records</i>	
Investment – sales/purchases	Permanent
Investment performance reports	Permanent
Stock and bond certificates (cancelled)	7 years
<i>Human Resources/Payroll⁺</i>	
Affirmative action	2 years
Attendance records, time reports	7 years
Benefits Records (Individual)	Active + 10 years
Benefit Plan Records (organizational)	Permanent
Contractors	Active + 3 years
Employee medical history	Active + 7 years
Employee orientation; training	Active + 7 years
Garnishments	Active + 5 years
I-9s	Active + later of 3 years post hire or 1 year post termination for separated team members
Job Descriptions	Active + 10 years
Organizational chart, amendments	Permanent
Payroll checks	7 years
Payroll records, register	7 years
Pension plan agreement	Permanent

Personnel files, performance records	Active + 7 years
Pre-employment information – application, transcripts, letters of offer/acceptance	Active + 4 years
W2s	Permanent
Withholding	10 years
<i>Operational Records & Technology (option to archive based on historical value)</i>	
Data requests and outputs, documentation	2 years
Event/Project/Program-specific final documents, plans	Active + 2 years
General working documents	Active + 2 years
Policies	Permanent
Procedures	Active + 2 years
Software licenses; support agreements	Active + 7 years
System Backup Files (Copies of master database)	3 years
<i>Tax & Compliance Records</i>	
Charitable solicitation registration statements	Active + 7 years
FUTA/FICA/Income tax withholding	4 years
IRS exemption determination; correspondence	Permanent
Tax returns; correspondence	Permanent