

Maryland Food Bank  
Record Retention Policy  
FY 2009

The purpose of this policy is to provide a system for complying with record retention laws, ensure that the organization retains valuable documents and electronic files in the most effective and efficient manner, and provide for routine destruction of outdated documents and electronic files. For purposes of this policy, a record is considered to be physical document or electronic document file.

Records that should be retained and their retention period are listed below. In general, records that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were created.

The Chief Financial Officer (CFO) will assure that the appropriate department head is complying with the record retention schedule. On August 1<sup>st</sup> of each fiscal year, each department head will submit to the CFO a list of electronic records to be archived. The IT Administrator will archive the designated files and delete other files in accordance with this policy. In addition, the department head will submit to the CFO lists of physical records; 1.Sent to storage within Maryland Food Bank facilities, 2.To be sent to off-site storage and 3.To be destroyed. The CFO will coordinate the storage and destruction of the appropriate files. The CFO will maintain the lists of those records stored and destroyed.

The Maryland Food Bank has a legal duty to retain relevant records which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable, In such a case, paper and electronic document destruction must cease immediately. In the case of electronic destruction, the IT Administrator is responsible for reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

In accordance with the Maryland Food Bank's policy, the following documents must be retained or destroyed as set forth in the schedule below. Each staff member will review the schedule and any applicable documents in their possession on an annual basis to ensure compliance with this schedule. Supervisors will direct the deposit or filing of all records that must be retained, as well as the destruction of documents that must be purged.

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<b>DOCUMENTS KEPT PERMANENTLY</b>
Audited Financial Statements
Board Meeting Minutes
Articles of Incorporation
Bylaws and all Amendments
Form 990 and all Schedules
Form 990T – Exempt Organizations
IRS Determination Letter Granting Organization 501 (c) 3 Status.
1023 Application for Tax-Exempt Status and all supporting documents
Insurance Policies
Litigation and Claims, including all correspondence
Deeds, Mortgages, Notes
Leases

<b>FINANCIAL DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
Accounts Payable Ledgers	7 years
Purchases/Expenses Documentation – including invoices, register receipts, statements, and purchase orders	7 years
Accounts and Pledges Receivable Ledgers	7 years
Receipts/Donations Documentation – includes deposit slips, sales orders/invoices, pledge letters, checks and check copies	7 years
Bank Reconciliations and Statements	7 years
Checks (for payments and purchases)	7 years or, for capital items, 4 years after item purchase is no longer owned.
Correspondence – customers/vendors	General correspondence – 4 years; relating to contracts – 4 years after contract term is expired; if potential litigation – 4 years or until threat of litigation has passed; if contract claim is possible, 4 years or until potential claim is resolved.
Depreciation Schedules	While assets are owned + 4 years.
Inventory Schedules	7 years
Year-end financial statements (internal)	7 years

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<b>HUMAN RESOURCE DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
Affirmative Action Plan and Related Information	5 years from date of Plan Year
Age Discrimination in Employment Act	4 years after disposition of the charge
Application for Employment/Resumes - for those not hired/unsolicited	1 year after date of submission
EEO Claims	4 years after disposition of the claim
Employee Benefit Plans	6 years for all documents
ERISA Records relating to Welfare and Pension Benefits	6 years
Employment Tax Records and Returns	7 years after tax is due or paid
Employment Documents Relevant to Discrimination or other Statutory Claims	4 years after the charge is resolved
Employment Rejection Letters	1 year
FMLA Leave Documents	4 years after end of leave period
I-9's	4 years after termination
Interview information and reference checking notes	1 year after job is filled
Job advertisements and postings	1 year after placement
OSHA and MOSH logs	5 years for OSHA Form 200, 300 and 301 and OSHA or MOSH 101; duration of employment plus 30 years for legally required medical exams and toxic exposure records
Personal medical information	4 years after termination
Payroll records and summaries	7 years
Personnel files	4 years after termination
Policies, Guidelines and Employee Handbooks	4 years after outdated
Retirement and Pension Records	6 years after discontinuance of Plan
Timesheets	7 years
Unemployment Insurance documents	7 years

<b>MISCELLANEOUS DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
Contracts	4 years after contract term has expired.
Correspondence - general	4 years
Correspondence – legal	Keep with litigation/claim documents (see below)
Grant applications/awards	Life of grant + 4 years, in lieu of grant-specified requirements

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Grant/Contract reports	Life of grant/contract + 4 years, in lieu of grant/contract-specified requirements
Insurance records, accident reports, claims	Workers Comp claims – 10 years after resolution. Long-term Disability – 10 years after return to work, retirement, death or termination.