



THE COLLEGE CRUSADE
OF RHODE ISLAND

**THE COLLEGE CRUSADE OF RHODE ISLAND
RECORDS RETENTION POLICY
JUNE 2009**

Purpose

The Records Retention Policy defines which The College Crusade of Rhode Island (the Crusade) records must be retained for operational, legal, scientific, or historical purposes and the record retention period for each record type.

Adherence to the established retention schedule insures the following:

- Maintenance of fewer corporate records
- Protection of vital records
- Reduction of maintenance and record storage costs

The presence of a records retention schedule also enhances the Crusade's legal position by defining the retirement and destruction schedule associated with specific records. Records come in many forms such as (but not limited to) documents, audio recordings, pictures, electronic mail, floppy discs, hard discs, CD ROM's, DVD's, magnetic tape, microfilm and microfiche.

Scope

This policy applies to all employees of The College Crusade of Rhode Island.

Policy

Crusade records must be maintained according to guidelines established in the Records Retention Schedule (Appendix A). If two retention times conflict, select the longer retention time. Departments may have a need to retain records longer than the minimum retention period – most notably if the records may be required in current or pending litigation or notification by a Federal Agency that the program will be audited.

Each department supervisor is responsible for maintaining its own records save for those applicable to human resources. Before any records are destroyed, department supervisors must submit a Certificate of Records Destruction to the Vice President of Operations and receive approval.

The schedule below should be followed except for special circumstances. In the event that a claim, whether reduced to a lawsuit or otherwise, is filed or a department supervisor becomes aware of facts that might give rise to a claim, all records pertaining to those facts should be retained for the period of time prior to the resolution of the claim plus the number of years listed in the schedule.

<u>Documents</u>	<u>Records Retention Schedule</u>	<u>Retention Period</u>
<u>1 Executive, High-Level and Policy Making Records</u>		
Program establishment and developmental records that document the framework of the agency and provides an historical record of the agency		permanent
Incorporation records and By-Laws		permanent
Policy and Procedure Manuals		permanent
Annual reports, strategic plans and statistical records		permanent
Board/Committee meeting minutes		permanent
Board appointment records		permanent
Calendars and appointment books		6 years

Lobbyist Reports	6 years
Correspondence - non substantive and correspondence requiring no response	3 years
Correspondence - legal matters	permanent
Correspondence - policy matters	permanent
Legal Opinions	permanent
Insurance records - accident reports, claims, worker's compensation claims	permanent
Insurance records - expired contracts	7 years

2 Personnel and Payroll Records

Pay history, hire date, application, resume, BCI, evaluations and performance reviews, date of promotions, salary increases, change of status, garnishments, training & testing

retain during employee's tenure and for six years following employee's departure from the Crusade

Job description file

retain until superseded

3 Fiscal Records

Audit Reports and work papers

permanent

Tax returns and work papers

permanent

Retirement Plan records	permanent
Chart of Accounts	permanent
General Journals	permanent
Monthly/quarterly financial statements	6 years
Budget Documents	6 years
Donations/contributions documentation	6 years
Accounts payable and receivable ledgers	6 years
Bank statements, reconciliations, deposit records, and cancelled checks	6 years
Vendor paid files, travel expenses and petty cash records	6 years
Contracts, notes and leases	6 years from end of contract

4 Grant Program Files

Financial and programmatic records, periodic performance reports	10 years after completion of grant cycle
Grant application, amendments, final performance and expenditure reports	10 years after completion of grant cycle
Unsuccessful grant applications	3 years

5 General Office Records

Minutes of formal internal meetings	3 years
General correspondence and memoranda - routine written communication created or received in the normal course of agency business not related to personnel matters, complaints or agency budget	3 years
Records retention schedule including related worksheets	permanent
Destruction of records schedule	permanent
Disaster plans	retain until superseded
Publicity and press releases includes newsletters, press releases, brochures, audio/visual records and other items designed to inform the public of the agency's mission, programs, projects, events or activities	retain one copy permanent
Reference and research materials	retain until no further administrative value