

Document Retention and Destruction Policy
Society Hill Civic Association
and Society Hill Preservation Foundation
4/15/2026

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records. This policy is effective from the date it is adopted by the respective Board of Directors of the Society Hill Civic Association and Society Hill Preservation Foundation.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules.

- a.* Paper documents shall be scanned into pdf or another digital format. The electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Administrator of the Society Hill Civic Association ("SHCA") in the Google Drive of the SHCA.
- b.* All paper documents may be destroyed after they are scanned and preserved on the SHCA Google Drive.
- c.* All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after three years (this does not include the documents on the SHCA Google Drive which will be preserved as set forth in the chart below).
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the Legal Committee for any current or foreseen litigation if employees have not been notified).
- e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

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)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	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, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 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

Record Retention * Adapted from National Council of Nonprofits

Adopted by the SHCA Board of Directors, April 15, 2026

Brooke Marshall/s

Brooke Marshall, Secretary