

Document Retention Policy

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I Purpose of Policy

The purpose of this policy is to ensure that documents are secure, accessible, maintained and destroyed according to business practices that are practical, while still meeting the legal requirements applicable to the organization. In addition, the policy provides administrative personnel information about the recommended minimum requirements for document retention. These guidelines are intended to apply to both electronic and paper copy documents.

II Security of Documents

The Ester Village Library staff is responsible for preserving the safety and confidentiality of documents in the Library's possession. Documents should be maintained at the organization's office to provide for their security and preserve their usefulness to the organization. Security measures should be employed to ensure appropriate disclosure when confidential or private information is given to board members or others. Confidential or private material will be stored in the separate, locked and fire-proof safe located within the business office.

III Types of Private or Confidential Material

Certain types of material may be considered private or confidential, and shall be stored in the separate, locked and fire-proof safe. This is not an all-inclusive list, however material containing a person's social security number, non-disclosure agreements and sealed bids are several examples of confidential or private material.

IV Destruction of Documents

Documents should be maintained until the end of the identified retention period and should then be destroyed in an appropriate manner. Sensitive documents such as those containing

active financial account information, personal information, etc, should be destroyed with no reasonable risk of the information being recovered (ie: shredded or burned).

All permitted document destruction shall halt if the Ester Village Library is being investigated by a government law enforcement agency, and routine destruction shall not resume without the written approval of legal counsel.

V Permanently Retained Documents

- Annual Financial Statements
- Articles of Incorporation and Federal and State tax documents
- Audited financial reports
- Board of Director Minutes
- Building and site drawings
- Correspondence and other documents (legal and important matters)
- Deeds, mortgages and bills of sales of property valued at over \$10,000
- Donation records for endowment funds and significant restricted funds
- Insurance claims
- Tax returns and any documents related to tax liability

VI Scheduled Destruction of Documents

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| • Annual Quickbooks register | 10 years |
| • Bank statements, carbonless check copies and reconciliation reports | 10 years |
| • Expired contracts and leases | 10 years |
| • Correspondence, general | 3 years |
| • Policies and Bylaws, expired | 3 years |
| • Volunteer records (logs & non-current background checks) | 3 years |