

## SAN CARLOS CHARTER LEARNING CENTER DOCUMENT RETENTION / DESTRUCTION POLICY

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and become eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

### Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

#### Corporate Records

Articles of Incorporation	Permanent
IRS Form 1023 to file for tax exempt and/or charitable status	Permanent
Bylaws	Permanent
Letter of Determination granting tax exempt and/or charitable status	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax or employee ID Number Designation	Permanent
Annual Corporate Filings	Permanent

#### Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expenses Docs	7 years
Bank Deposit Slips	7 years
Cancelled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property / asset inventories	7 years
Petty cash receipts / documents	3 years
Credit card receipts	3 years

**Tax Records**

Annual Tax Filing for the organization (IRS Form 990)	Permanent
Payroll Registers	Permanent
Filings of fees paid to professionals (IRS Form 1099)	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

**Personnel Records**

Employee Offer Letters	Permanent
Confirmation of Employment Letters	
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Application and Resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job Descriptions, performance goals	7 years after termination
Workers' Compensation Records	5 years
I-9 Forms	5 years after termination
Time Reports	3 years after termination

**Insurance Records**

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Dispersements/ Denials	Permanent

**Contracts**

All Insurance Contracts	Permanent
Employee Contracts	Permanent
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/mortgage Contracts	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years

Warranties	7 years
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**Donations / Funder Records**

Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgements	7 years

**Management Plans and Procedures**

Strategic Plan	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor contracts	7 years
Disaster Recovery Plan	7 years

**Pupil Records**

Individual Student Record ( <i>original or copy</i> )	Through a pupil's tenure at school; records transfer to pupil's next school
(A) Legal name of pupil	
(B) Date of birth	
(C) Method of verification of birth	
(D) Sex of pupil	
(E) Place of birth	
(F) Name and address of parent of minor pupil	
1. Address of minor pupil of different than above.	
(G) Entering and leaving date of each school year and for any summer session or other extra session.	
(H) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.	
(I) Verification of or exemption from required immunizations.	
Individual Student Injury Record for which a claim was filed.	1 year after the claim has been settled or after the statute of limitations as run.
Enrollment Acceptance Agreement	Through pupil's tenure at school.
Copy of Archived Waitlist Document	3 years

**Attendance Records**

Adopted 14 Dec 2011

Aggregated Monthly Student Attendance Reporting to State	Permanent
Attendance log books	3 years
Sign In/Out Log	3 years

**Document Protection**

Documents (hardcopy, online or other media) will be stored in the following manner by San Carlos Charter Learning Center (SCCLC). In the case of sensitive personal information, the documents will be retained in locking files in the SCCLC Office or Storage Rooms. Non-sensitive documents will be labeled and stored in an area free from moisture and will be reasonably protected from tampering.

**Document Destruction**

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

**Provision of Documentation for Investigations or Litigation**

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board Chair and School Director will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Adopted by the Governance Council on December 14, 2011