Concord Quarter Document Retent

Categories	Years to Keep
Accounts Payable records	7
Accounts Receivable records	7
Agendas	7
Articles of Incorporation & by-laws	Permanently
Audit Reports (formal audits)	Permanently
Bank Statements & Reconciliations	7
Budgets	3
Investment Records (ie Friends Fiduc)	7
Contracts (other than grants) & Leases (expired and current)	7
Grants, funded	7
Correspondence - general	3
Correspondence - legal & tax related	Permanently
Deeds, Mortgages, Titles, Appraisals	Permanently
Deposit Slips and Receipt Copies	7
Depreciation Schedules	Permanently
Donor Records	7 if we get donations
Employee personnel records (after termination)	7
Employee applications	3
Financial Statements (quarterly and year end)	Permanently
General Ledgers (year end trial balance)	Permanently
Insurance Policies	7 years

Internal audit reports IRS Tax Exemption documents and PA Sales Tax exemption. Journal Entries Permanently Mailing lists Pension, 403 b, retirement documents Permanently Pension, 403 b, retirement documents NA Concord Quarterly Meeting for Business Minutes Permanently Delaware Valley Friends School/Concord Quarter Care Q Working Group on Aging Concerns Payroll records, summaries, tax returns Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Permanently Trust documents and restrictions Permanently Workpapers for End of Year Balances 1099s 7 W2 for employees 7 ALL OTHER NOT DESCRIBED Minimum 3 yrs Permanently at FHL, and electronically			
PA Sales Tax exemption. Journal Entries Permanently Mailing lists While current Pension, 403 b, retirement documents Permanently Concord Quarterly Meeting for Business Minutes Permanently CQ Planning Committee Minutes Permanently Delaware Valley Friends School/Concord Quarter Care CQ Working Group on Aging Permanently Concerns Payroll records, summaries, tax returns Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Permanently Trust documents and restrictions Workpapers for End of Year Balances 1099s 7 W2 for employees 7 ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	23	Internal audit reports	Permanently
Journal Entries Permanently Mailing lists while current Pension, 403 b, retirement documents NA Concord Quarterly Meeting for Business Minutes Permanently CQ Planning Committee Minutes Permanently Delaware Valley Friends School/Concord Quarter Care CQ Working Group on Aging Payroll records, summaries, tax returns Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances Newsletters Permanently Permanently Minimum 3 yrs Permanently at FHL, and electronically Permanently at FILL, and	24	-	Permanently
Mailing lists Pension, 403 b, retirement documents NA	25	-	Permanently
Pension, 403 b, retirement documents Concord Quarterly Meeting for Business Minutes Permanently CQ Planning Committee Minutes Delaware Valley Friends School/Concord Quarter Care CQ Working Group on Aging Concerns Payroll records, summaries, tax returns Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances ALL OTHER NOT DESCRIBED ABOVE Permanently Permanently at FHL, and electronically			•
Business Minutes CQ Planning Committee Minutes Delaware Valley Friends School/Concord Quarter Care COmmittee CQ Working Group on Aging Concerns Payroll records, summaries, tax returns Payroll records: time cards/sheets Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances 1099s ALL OTHER NOT DESCRIBED ABOVE Permanently Permanently at FHL, and electronically			
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School/Concord Quarter Care Committee CQ Working Group on Aging Concerns Payroll records, summaries, tax returns 7 Payroll records, T4's, T4A's 7 Payroll records: time cards/sheets 7 Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances 1099s 7 ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	29	CQ Planning Committee Minutes	Permanently
Payroll records, summaries, tax returns Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	30	School/Concord Quarter Care	Permanently
Payroll records, T4's, T4A's Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	31		Permanently
Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	32	·	7
Payroll records: time cards/sheets Policy statements/procedural manuals (Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	33	Payroll records, T4's, T4A's	7
Archival policy?) Receipts, cash Reports(generated by board/organizations/committees Surveys and Evaluations Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently Permanently at FHL, and electronically	34		7
Reports(generated by board/organizations/committees Surveys and Evaluations Permanently Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances 1099s 7 W2 for employees ALL OTHER NOT DESCRIBED ABOVE Reports(generated by Permanently Permanently Permanently Permanently Minimum 3 yrs Permanently at FHL, and electronically	35	_	Permanently
Surveys and Evaluations Permanently	36	Receipts, cash	7
Taxes, Withholding Statements Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances Tomple of Year Balances Tomple of Year Tomple of Year ALL OTHER NOT DESCRIBED ABOVE Permanently Minimum 3 yrs Permanently at FHL, and electronically	37		Permanently
Tax returns & documents relating to income tax liability Trust documents and restrictions Workpapers for End of Year Balances 7 W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently Minimum 3 yrs Permanently at FHL, and electronically	38	Surveys and Evaluations	Permanently
income tax liability Trust documents and restrictions Workpapers for End of Year Balances 7 W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently Minimum 3 yrs Permanently	39	Taxes, Withholding Statements	7
Workpapers for End of Year 7 Balances 7 W2 for employees 7 ALL OTHER NOT DESCRIBED ABOVE Newsletters Permanently at FHL, and electronically	40	_	Permanently
42 Balances 43 1099s 7 44 W2 for employees 7 ALL OTHER NOT DESCRIBED Minimum 3 yrs ABOVE Permanently at FHL, and electronically	41	Trust documents and restrictions	Permanently
W2 for employees ALL OTHER NOT DESCRIBED ABOVE Permanently at FHL, and electronically	42		7
ALL OTHER NOT DESCRIBED ABOVE Minimum 3 yrs Permanently at FHL, and electronically	43	1099s	7
ALL OTHER NOT DESCRIBED ABOVE Minimum 3 yrs Permanently at FHL, and electronically	44	W2 for employees	7
Newsletters FHL, and electronically		ALL OTHER NOT DESCRIBED	Minimum 3 yrs
	45	Newsletters	FHL, and

46	photographs (event identified and dated)	Permanently at FHL, 3 years in
	,	computer
		Permanently at
47	Flyers	FHL, 3 years in
		computer
		3 years for
	A collection of a five control and	hard copies, 10
	Applications for financial aid	years for
48		spreadsheets
		·

tion Policy, DRAFT	
Blue categories can go to Historical Library every 3 years	Location/Electronic (E)
	Treasurer - E
	Treasurer -E
See item 28-31, agendas for those groups are part of the minutes and so are permanent.	Coordinator/E
Can get certified copy from State where	Treasurer for hard
filed, no original bylaws.	copy;Coordinator - E
N/A, see #23	NA
	Treasurer
As your of the main to	Coordinator and
As part of the minutes	Treasurer- E
	Treasurer -E
	Treasurer-E
We have received 2 grants since I have been coordinator, one from Friends Foundation on Aging (2017), and one from PYM Membership Development fund (2018)	Treasurer - E
If of historical value, keep permanently and archive at FHL (ie Correspondance at the request of Planning Committee or Quarterly Meeting)	Coordinator and Treasurer - E
	Treasurer
NA at this time	NA
	Treasurer
NA at this time	NA
NA at this time	NA
	Treasurer - E
	Treasurer - E
These are part of minutes of QM, however.	Treasurer, Coordinator E
	Treasurer - E
	Treasurer, Coordinator - E
	Treasurer - E

Friendly Audits, see item 5, end up being part	·
of QM minutes, and archived.	E
we get via PYM,	Coordinator, Treasurer -
we get via i iivi,	E (can be printed out)
QuickBooks	Treasurer - E
	Coordinator- E
	NA
These should be archived at FHL every three years.	Coordinator - E
These should be archived at FHL every three years.	Coordinator -E
These should be archived at FHL every three years.	Coordinator - E
These should be archived at FHL every three years.	Coordinator - E
	Treasurer - E
	Treasurer - E
	Treasurer, Coordinator - E
Archive every three years at FHL? Yes	Coordinator - E
	Treasurer (hard copy)
Usually these are part of minutes	Coordinator - E
I would keep summaries, not individual copies of evaluations.	Coordinator - E
	Treasurer - E
	Treasurer - E
N/A	
	Treasurer - E
	Treasurer - H, E
	Treasurer - E, H
	,
to Friends historical library every 3 years. Keep hard copies 3 years (could distribute extras at PYM sessions at a table)	Coordinator, both hard copies and digital, also on website. Newsletter
,	editor - E

archive every three years at FHL (photos already published elsewhere: Facebook, website or newsletter)	Coordinator - E
archive every three years at FHL	Coordinator - E
A record of how much given and to how many is part of the Treasurers report and part of QM minutes.	Coordinator - E and hard copies, and Treasurer -E
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