

## Concord Quarter Document Retention

	Categories	Years to Keep
1	Accounts Payable records	7
2	Accounts Receivable records	7
3	Agendas	7
4	Articles of Incorporation & by-laws	Permanently
5	Audit Reports (formal audits)	Permanently
6	Bank Statements & Reconciliations	7
7	Budgets	3
8	Investment Records (ie Friends Fiduc)	7
9	Contracts (other than grants) & Leases (expired and current)	7
10	Grants, funded	7
11	Correspondence - general	3
12	Correspondence - legal & tax related	Permanently
13	Deeds, Mortgages, Titles, Appraisals	Permanently
14	Deposit Slips and Receipt Copies	7
15	Depreciation Schedules	Permanently
16	Donor Records	7 if we get donations
17	Employee personnel records (after termination)	7
18	Employee applications	3
19	Financial Statements (quarterly and year end)	Permanently
20	General Ledgers (year end trial balance)	Permanently
21	Insurance Policies	7 years
22	Insurance records, claims	Permanently

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



**tion Policy, DRAFT**

<b>Blue categories can go to Historical Library every 3 years</b>	<b>Location/Electronic (E)</b>
	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 filed, no original bylaws.	Treasurer for hard copy;Coordinator - E
N/A, see #23	NA
	Treasurer
As part of the minutes	Coordinator and 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.	Treasurer, Coordinator - E
we get via PYM,	Coordinator, Treasurer - E (can be printed out)
QuickBooks	Treasurer - E
	Coordinator- E
	NA
These should be archived at FHL every three years.	Coordinator - E
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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

