

Title: **ACEC/G DOCUMENT RETENTION POLICY**

Policy Number: _____ Date: May 12, 2009

Secretary: _____ Date: _____

Original Issue Date: May 12, 2009

Revisions

No.	Section	Sponsor	Board Approval Date
			May 12, 2009

I. Purpose

The purpose of this policy is to ensure that no officer, director, employee or agent of ACEC/G shall knowingly hide, destroy, alter or falsify documents to prevent their use in litigation or other official proceedings.

II. Background

Beginning 2009, ACEC/G re-examined its governance and management policies as a check-up on best practices and to be in full compliance with new IRS 990 requirements. As a result, an ACEC/G Document Retention Policy was adopted to ensure that ACEC/G will have and regularly review a document retention policy.

III. Procedures

No officer, director, employee or agent of ACEC/G shall knowingly hide, destroy, alter or falsify documents to prevent their use in litigation or other official proceedings. Toward that end, ACEC/G will have and regularly review a document retention policy.

A. Retain Permanently

Governing Documents – Articles of Incorporation, Bylaws, other organizational documents, Board and standing committee minutes

Tax Documents – filed state and federal tax returns, tax exemption determination letter and related correspondence (all supporting information and documentation for federal and state returns, deductions, refunds, payroll, etc. **4 years**)

Financial Documents – Audited financial statements

B. Retain for 7 Years

Employee Retirement Plan (SEP) Participant/Beneficiary Records and Supporting Documents

Lobbying Disclosure Reports and Related Documentation

Lease, Insurance, and Contract/License Documents – Software license agreements, vendor, hotel, and service contracts, independent contractor records, employment contracts, etc. – Retain during contract term and for 7 years after termination/expiration of contract

Bank Statements

C. Retain for 3 Years

Employee/Employment Information – Employees names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA – Retain for current employees and 3 years after employee separation/termination

All Other Documents and Files – Correspondence files, past budgets, publications, employee manuals/policies and procedures, survey information, etc. (not including electronic) – Relevant staff retain currently and for 3 years

D. Retain Electronic Documents for 1 Year (unless A, B or C)

IV. References

ACEC Staff Manual – *Document Retention Policy*

V. Appendix