



Records Retention and Destruction Policy

Purpose

The primary purpose of this Records Retention and Destruction Policy is to ensure compliance with federal and state laws and regulations regarding retention of document.

A secondary purpose of this policy is to facilitate operations by freeing unneeded storage space, which can save money and time. For this reason, the destruction of any document is not required by this policy. Instead, the decision to destroy documents when no longer required by this policy is made based on need and available resources.

This Policy provides for the review, retention and destruction of documents received, or created, by Tabby's Place in connection with the operation of the company. This Policy covers records and all documents, regardless of media and, therefore, includes paper and electronic documents. Note, however, that medical records for pets are covered in a separate document.

Documents that are not listed but are substantially similar to those included in the schedule, will follow the same schedule as those records. Records actively in use (litigation, audit, dispute, etc.) upon their destruction date will not be destroyed before any outstanding issues are resolved.

Document	Minimum Retention Period
CORPORATE RECORDS	
Annual reports to the secretary of state or attorney general	Permanent
Articles of Incorporation	Permanent
Board meeting and board committee minutes	Permanent
Board policies and resolutions	Permanent
Bylaws	Permanent
Construction documents ¹	Permanent
IRS application for tax-exempt status (Form 1023)	Permanent
IRS determination letter	Permanent
State sales tax exemption letter	Permanent
Contracts	7 years after termination
General correspondence ²	3 years
ACCOUNTING AND CORPORATE TAX RECORDS	
Annual audits and year-end financial statements ³	Permanent

¹ At the completion of a construction project, it is recommended that the documents create or collected during the project be culled to eliminate interim or design documents that were replaced, overridden or otherwise no longer applicable to the project.

² This includes only correspondence regarding matters that may make a promise or involve legal concerns. In particular, email involving simple matters (e.g., directions, requests for help) do not need to be retained.

IRS Form 990 tax returns	Permanent
General ledgers	7 years
Business expense records	7 years
IRS Form 1099	7 years
Receipts (cash, credit card)	3 years
Check registers	7 years
Bank deposit slips	7 years
Bank statement and reconciliation	7 years
Electronic fund transfer documents	7 years
PAYROLL AND EMPLOYMENT TAX RECORDS	
State unemployment tax records	Permanent
Payroll records	Permanent
W-2 statements	7 years federal, 6 years for NJ ⁴
Employment tax records	At least 4 years after filing the year's 4th quarter taxes
HUMAN RESOURCE RECORDS	
Employment and termination agreements	Permanent
Retirement and pension plan documents	Permanent
Records relating to promotion, demotion or discharge	7 years after termination
Accident reports and workers' compensation records	5 years
Resumes, employment applications and related materials (including interview notes) for employees	4 years after termination
Resumes, employment applications and related materials (including interview notes) for applicants not hired	3 years
Performance appraisal and disciplinary action records	4 years after termination
I-9 forms	3 years after hire date or 1 year after employment ends (whichever is later)
DONOR AND GRANT RECORDS	
Donor records and acknowledgment letters	7 years ⁵
Grant applications and contracts	7 years after expiration
LEGAL, INSURANCE AND SAFETY RECORDS	
Appraisals	Permanent
Environmental studies	Permanent
Insurance policies	Permanent
Real estate documents	Permanent
Stock and bond records	Permanent
Trademark registrations	Permanent
Leases	7 years after expiration
General contracts	3 years after expiration
OSHA documents ⁶	5 years

³ This includes documents provided to the auditor (e.g., in-kind reports, major donor reports) that are **not** included in another specification.

⁴ See detailed regulations here: <https://www.nj.gov/labor/wageandhour/assets/PDFs/Employer%20Poster%20Packet/MW-400.pdf>

⁵ We expect to retain donor records indefinitely. In the case that we wish to delete a donor record, it would be once seven years have elapsed from the most recent document. Note that if the donor records are related to a Grant, the retention for Grants applies.

Responsibility

The Executive Director is responsible for ensuring compliance with the policy.

Reference Documents

- New Jersey Administrative Code, Section 8:23A-1.13
- New Jersey Administrative Code, Section 13:44-4.9
- <https://www.missionbox.com/article/351/document-retention-for-us-nonprofits-a-simple-guide>

⁶ This includes the SARS-COV-2 response plans.