

**CRIME VICTIM SERVICES
PERSONNEL POLICY MANUAL**

**SECTION 10.01 Document Retention and Destruction Policy
AGENCY POLICIES**

It is the policy of Crime Victim Services (CVS) to generate and retain only those documents, records and electronic data (records) that are required for the effective running of the Agency and to meet CVS' obligations to employees, the government and its clients. This Records Retention Policy (policy) applies to all personnel who generate, receive or store records. The Records Retention Schedule (schedule) will be updated and amended from time to time. Destruction of records shall take place only pursuant to this policy. Records that are currently kept in the office will be securely protected in locked filing cabinet.

Implementation of Policy. To carry out this policy

- A. All records referred to in the schedule must be maintained for the minimum retention period outlined. For ease of administration all records may be destroyed at the end of the calendar year in which the record has reached the applicable retention age, e.g. general correspondence is required to be retained for a period of one year; therefore, a letter dated April 18, 2008 should be destroyed December 31, 2009 or after.
- B. This policy shall be implemented in such a manner as to protect the privacy and/or confidentiality of records when appropriate.
- C. When records with varying retention schedules are filed together, or if records with varying retention schedules are kept in a single file box, the retention period is determined by the record having the longest retention requirement.

Exceptions.

Court Appointed Special Advocate (CASA) Records will be kept by the volunteer until such time that the case is closed. During that time the volunteer is responsible to keep the record private and protected. Upon the case closure the volunteer will return all forms,

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court notices, personal notes, and any other documentation pertaining to the case to the CASA office.

Records will be destroyed as noted above unless an exception is required due to pending litigation or due to pending government audits, claims or investigations or as otherwise directed by the Executive Director.

Electronic Records. The steps and policies outlined above and in the records retention schedule are equally applicable to all forms of electronic records.

Type of Record	Period¹
<u>General:</u>	
• Board of Directors minutes and resolutions	Permanently
• Certificate of Incorporation, By-Laws and Amendments	Permanently
• All other Board and Board Committee Material	3 years
• Contracts	7 years after expiration
• Court Appointed Special Advocate Case Records	7 years or until youngest child on case is 18 yrs. of age
• Mortgages and Leases	3 years after expiration
• Insurance Policies	3 years after expiration
• Promissory Notes	3 years after expiration
• Title documentation	3 years after expiration
• Voting records of Board	Permanently
<u>Financial:</u>	
• Accounts payable records	6 years
• Annual Financial statements	Permanently
• Audit reports	Permanently
• Bank statements	6 years
• Bank reconciliations	6 years
• Budgets and supporting documentation	1 year
• Court Appointed Special Advocates financial records	7 years

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• Canceled checks	6 years
• Check registers	6 years
• Check stubs	6 years
• Deposit slips	6 years
• Income and expense statements	3 years
• Monthly financial statements	3 years
• Tax returns, filings, bills, and statements	Permanently
Human Resources:	
• Accident reports, disability and sickness benefits records	10 years
• Applications and/or resumes (non-hired)	1 year
• Attendance records	6 years
• Benefit plan documents	Permanently
-Health care	
-Section 125	
-Retirement	
• Benefit plan summary, plan descriptions	6 years
• Education and training records	6 years
• Employee handbooks (prior versions)	Permanently
• I-9 Forms	3 years ²
• Interview notes (non-hired)	1 year
• Job announcements, postings and advertisements	1 year
• Job descriptions	6 years
• Personnel files/Volunteer files	6 years
-Application and/or resume	
-Interview Notes	
-Offer Letter	
-W-4's	
-Handbook receipt	
-Address changes	
-Records of employee eligibility for benefits	
-Sick leave/vacation benefits accrued	
-Performance reviews	
-Corrective actions	
-Job bids	
-Background Checks	

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• Records of accommodation to any disabled employee	6 years
<u>Payroll:</u>	
• Assignments, attachments, and garnishments	3 years
• Employee compensation rates and deduction authorization	6 years
• Payroll checks and history	6 years
• Time cards or timesheets	2 years
• W-2's	6 years
• Wage rate tables	2 years
<u>Health and Safety:</u>	
• Accident/injury reports	6 years
• Emergency plans	1 year
• Fire Extinguisher records	1 year
• Workers' compensation files	30 years
<u>Property/Facilities:</u>	
• Building/zoning permits	Permanently
• Maintenance and repair (building)	15 years
• Maintenance and repair (equipment)	5 years
<u>Miscellaneous:</u>	
• General Correspondence ³	1 year

¹ The retention Period under this policy represents the actual time a record will be retained after it has become inactive. Active records are to maintained in the ordinary course of business. For example, a contract will become inactive upon expiration. Therefore, the 7-year retention period commences upon the expiration of the contract.

² I-9 Forms should be retained for 3 years or 1 year after termination, whichever is longer.

Note: Human Resources Records related to individual employees should be continuously maintained during the period of the employee's employment with the organization. After termination of employment, the Record should be maintained for the applicable retention period.

³ General correspondence is correspondence that requires no acknowledgement or follow up and is not part of another record, e.g., an offer letter would not be general correspondence, but part of a personnel file.

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IMPORTANT NOTE: It is extremely important not to destroy Records that are relevant to an investigation or that are relevant to pending or threatened litigation of any kind. Only after the conclusion of the matter should the records be subject to destruction. This is the case even if records would be otherwise subject to destruction under the policy. The destruction of confidential records will occur when retention time has run out and the documents will be shredded as a means of destruction.

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