

Records Retention
Interfaith Emergency Services Protocol

Document Type	Retention Period	Location	Type of Storage	Responsible Person	Time of Completion
Accounting and Finance					
Accounts Payable	3 years	basement	paper	FM	end of year
Accounts Receivable (donations)	3 years	basement	paper	FM	end of year
Credit Card Receipts (TS and donations)	3 years	basement	paper	FM	end of year
Bank Statements, Reconciliations & Deposit Slips	5 years	M Drive	pdf	FM	end of year
Canceled Checks – (kept by bank; available upon request)	5 years	bank			
Employee/Business Expense Reports/Documents	5 years	M Drive	pdf	FM	end of year
General Ledger/Quickbooks Accounting	7 years	M Drive	pdf report	FM	end of month
Annual Financial Statements and Audit Reports	permanent	M Drive	pdf	FM	end of year
Corporate and Exemption					
Licenses and Permits (vehicles, registration, business)	5 years	M Drive	pdf	DO	upon receipt
Articles of Incorporation and Amendments	permanent	M Drive	pdf	CEO	
Bylaws and Amendments	permanent	M Drive	pdf	CEO	
Minute Books, including Board & Committee Minutes	permanent	M Drive	pdf	FM	end of month
Annual Reports to Secretary of State	permanent	M Drive	pdf	CEO	upon filing
IRS Exemption Determination Letter	permanent	M Drive	pdf	CEO	saved
Employer Identification (EIN) Designation	permanent	M Drive	pdf	CEO	saved
Tax exemption documents & correspondance	Permanent (per KG)	M Drive	pdf	CEO	upon filing
Certificate of Solicitation (Dept of Agriculture)	permanent	M Drive	pdf	CEO	upon filing
Employment, Personnel and Pension					
Personnel Records	10 yrs after employment ends	M Drive	pdf	FM	upon termination
Payroll Records	3 years		paper	FM	end of year
Employee contracts	10 yrs after termination	M Drive	pdf	FM	end of year
Retirement and pension records	5 years	M Drive	pdf monthly report	FM	end of month
Employment Applications, background screenings	1 year	basement	pdf	FM	end of month
Property – Real, Personal and Intellectual					
Property deeds and purchase/sale agreements	Permanent	M Drive	pdf	CEO	upon receipt
Property Tax	Permanent	M Drive	pdf	FM	upon receipt
Real Property Leases	Permanent	M Drive	pdf	FM	upon receipt
Tax					
IRS Rulings	Permanent (per KG)	M Drive	pdf	FM	upon receipt
Annual information returns – federal & state	7 years	M Drive	pdf	FM	upon receipt
Tax returns	7 years	M Drive	pdf	FM	upon receipt

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Insurance					
Property, Workers' Comp & General Liability Insurance Policies	5 years	M Drive	pdf	DO	upon receipt
Insurance Claims Records	5 years	M Drive	pdf	DO	upon filing
Grants					
CFL Hospital District Grant	3 years	CFL cabinet	paper	CFL Mgr	end of year
First Presbyterian Grant	2 years	basement	paper	DO	end of year
FEMA Grant records (per phase)	3 years	basement	paper	DO	end of year
HUD Grant records (bathroom renovation)	5 years	Finance	paper	FIN Mgr	upon completion
ESG Grant	7 years	basement	paper	Case Mgr	end of year
SHIP grant- Shelter income certifications	2012-2022	basement	notebook	DM	end of year
SHIP grant - Recovery House income certifications	2013-2023	Recovery House		RH	end of year
Management and Miscellaneous					
Policies and Procedures Manual	current, plus one previous	M Drive	pdf	DO	upon completion
Prescription Statements (Intake)	1 year	client file	pdf	CFL Mgr	upon receipt
CFL Prescription Assistant Plan (PAP)	1 year	CFL cabinet	paper	CFL Mgr	end of year
Shelter Resident files	2 years	basement	paper	Case Mgr	end of year
Client Records (intake applications, etc)	6 months	basement	paper	Intake Mgr	end of month
Thrift Store Sales Tax Reports	5 years	M drive	pdf	FIN Mgr	end of month
Thrift Store Retail Reports	5 years	basement	paper	FIN Mgr	end of month

Notation for pdf name protocol: Document should be saved with document title and date filed.

Exceptions:

Personnel files should be named with last name and last pay date EX: Smith 03-2010

Resident files should be named with last name and date exiting program EX: Smith 03-2015