

Record Retention and Document Destruction Policy

New York State Women, Incorporated (NYSWI) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

NYSWI volunteers shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case. If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, NYSWI has the following document retention requirements:

Type of Document Minimum Best Practice Requirement

Accounts receivable & payable ledgers & schedules	7 years
Articles of Incorporation, charter, bylaws, minutes & other incorporation records	Permanently
Audit reports, Financial Statements (year end): general/private ledgers, trial balance, journals	Permanently
Bank Reconciliation	3 years
Bank statements, deposit records, electronic fund transfer documents, & cancelled checks	3 years
Chart of accounts	Permanently
Checks (for important payments & purchases)	Permanently
Contracts (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Correspondence (with vendors)	2 years
Donations	7 years
Expense Analyses/expense distribution schedules	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	7 years
Invoices (from vendors)	7 years
Patents and related papers	Permanently
Purchase orders	7 years
Trademark registrations and copyrights	Permanently