

**Assistance League® of Anaheim  
A Chapter of National Assistance League®**



**RECORD RETENTION POLICY**

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by Assistance League of Anaheim in connection with the transaction of corporate business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Assistance League's operations by promoting efficiency and freeing up valuable storage space.

Assistance League of Anaheim follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

**SAFE DEPOSIT BOX:** PERMANENT RETENTION including Articles of Incorporation and amendments thereto, IRS exemption determination and related correspondence, License agreements with National Assistance League, Original and current bylaws, Philanthropic Program agreements with other organizations and Insurance policies.

**QUICKBOOKS:** PERMANENT RETENTION including Journal entries, General Ledger and end-of-year Financial Statements.

**10 YEAR RETENTION** including check register, checks, bank deposits, bank statements, expense reports, chart of accounts and inventories. QuickBooks shall be backed up to a flash drive at least once a month and the flash drive stored separately.

**STORAGE UNIT:** PERMANENT RETENTION including Board, regular and special meeting minutes, reviewed financial statements with the management letters, legal correspondence, IRS Form 990's, press releases, annual reports, acknowledgement of gifts, grant requests, donor fund statements, Program selection reports and any other important correspondence.

**10 YEAR RETENTION** including contracts, agreements, photos, photo releases, press clippings, Scholarship grant records, software licenses and support agreements.

**4 YEAR RETENTION** including conflict-of-interest disclosure forms and general correspondence.

Electronic documents shall be retained as if they were paper documents. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file.

Assistance League's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Assistance League operating in an emergency will be duplicated or backed up at least once a month and maintained off site.

Assistance League's Treasurer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately upon any indication of an official investigation, or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.