

# Document Retention and Destruction Policy

*Adopted June 2, 2011 at Board of Trustees Meeting*

This Document Retention and Destruction Policy of the Nevada Association of DECA (NEVADA DECA) identifies the record retention responsibilities of employees, volunteers, board members, or members and outsiders for maintaining and documenting the storage and destruction of NEVADA DECA's documents and records.

- I. Rules: The NEVADA DECA employees, volunteers, board members, or members and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:
  - A. paper or electronic documents indicated under the terms for retention below will be transferred and maintained in the administrative office;
  - B. all other paper documents will be destroyed after three years;
  - C. all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
  - D. no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.
  
- II. Terms for retention:

Type of Record	Retention Period, Years
Accounting and fiscal: <i>Tax Exemption Status records</i> – Tax exemption determination letter and related correspondence.	Permanently
<i>Tax records</i> – Annual tax returns, files related to tax audits, accounts receivable & payable ledgers and schedules	7 years
<i>Financial records</i> – Audited financial statements, attorney contingent liability letters	Permanently
All Bank Records	7 years
Payroll	3 years from separation of employment
Corporate <i>Governance Records</i> – Charter and amendments, Bylaws, other organizational documents, governing board and board committee	Permanently

minutes	
<i>Intellectual property records</i> – copyright and trademark registrations and samples of protected works	Permanently
<i>Government relations records</i> – State and federal lobbying and political contribution reports and supporting records	10 years
Contracts and leases in effect <i>Lease, insurance, and contract/license records</i> – Software license agreements, vendor, hotel, and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, non-renewal of each agreement)	Term of the agreement and for 3 years after termination
Human Resources <i>Employee/employment records</i> – Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual)	3 years after separation of employment
<i>Pension and benefit records</i> -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records	10 years
Correspondence <i>All other electronic records, documents and files</i> – Correspondence files, past budgets, publications, employee manuals/policies and procedures, survey information	1 year

- III. Exceptions: Exceptions to these rules and terms for retention may be granted only by the Board of Trustees Chair.