

## Document Retention and Destruction Policy for Christ Child Society of Naples

Document Type	Value	Minimum Retention Requirement	Destruction Method
Founding documents	Legal, historic	Permanently	N/A
Formal meeting notes	Administrative, historic	Permanently	N/A
Informal meeting notes	Administrative	2 years or longer if topics remain relevant	Recycle/scrap
Funded grant proposals, reports, correspondence, etc.	Administrative, historic, legal	7 years after closure	Shred financial & private information or recycle/scrap; delete electronic version
Rejected grant proposals	Administrative, historic	2 years after rejection	Shred financial & private information or recycle/scrap; delete electronic version
Budgets	Administrative, historic, legal	7 years	Shred financial & private information or recycle/scrap; delete electronic version
Memberships	Administrative, historic, legal	2 years after end of membership	Shred if contains financial or private information, or recycle/scrap
Invoices from Vendors	Administrative, historic, legal	7 years after payment	Shred financial & private information or recycle/scrap; delete electronic version
General mail received from groups (e.g. newsletters, invitations)	Administrative, historic	2 years for active groups or as long as relevant	Recycle/scrap; delete electronic version
Topical information	Administrative	2 years or as long as still relevant	Recycle/scrap; delete electronic version
Correspondence (general)	Administrative, historic	2 years	Recycle/scrap; delete electronic version
Correspondence (assistance requests)	Administrative, historic	7 years after closure or as long as still relevant	Recycle/scrap; delete electronic version
Newsletters and Annual Reports	Administrative, historic	Permanently	N/A
Photographs	Historic	10 years or permanently	Recycle/scrap; delete electronic version
Press clippings	Historic	Permanently	N/A
Bank statements	Administrative	10 years	Recycle/scrap; delete

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			electronic version
Duplicate deposit slips	Administrative	10 years	Recycle/scrap; delete
			electronic version
Donation records	Administrative	10 years	Recycle/scrap; delete electronic version
Summaries of non-cash donations	Administrative	3 years	Recycle/scrap; delete electronic version
Records of activities in Florida	Administrative, historic	3 years	Recycle/scrap; delete electronic version
Financial statements (end-of year)	Administrative	Permanently	N/A
Insurance policies (expired)	Administrative	Permanently	N/A
Internal reports	Administrative	3 years	Recycle/scrap; delete electronic version
Minutes of Board of Directors	Administrative	Permanently	N/A
Bylaws & Financial Policies	Administrative	Permanently	N/A
Tax returns & worksheets	Administrative	7 years	Recycle/scrap; delete electronic version
Volunteer records	Administrative	3 years	Recycle/scrap; delete electronic version

Reviewed by Finance Review Committee on March 19, 2012

Approved by CCSN Board of Directors on 4/19/12