



## **RETAINING SUPPORTING DOCUMENTATION POLICY**

### **1) Policy**

This is Lawyers Alert's policy regarding the retention and disposal of records and the retention and disposal of electronic documents. Duration for retention of documents will be 6 years, effective February 2018.

### **2) Purpose**

The purpose of this policy is to ensure that necessary records and documents of Lawyers Alert are adequately protected and maintained and to ensure that records that are no longer needed by the organization or are of no value are discarded at the proper time. The policy is also meant to aid employees in understanding their obligations with regard to retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

### **3) Administration**

Attached as Appendix A

This is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Lawyers Alert as well as the retention and disposal of electronic documents. The Finance & Admin/Human Resources Manager, is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. He is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for Lawyers Alert to monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

### **4) Suspension of Record Disposal in Event of Litigation or Claims**

In the event Lawyers Alert is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the organization or the commencement of any litigation against or concerning Lawyers Alert, such an employee shall inform the Finance & Admin/Human Resources Manager and any further disposal of documents shall be suspended until such a time he, with the advice of counsel, determines otherwise. The Finance & Admin/Human Resources Manager shall take steps deemed necessary to promptly inform all staff of any suspension in the further disposal of documents.

### **5) Applicability**

This Policy applies to all physical records generated in the course of Lawyers Alert's operations, including original documents and reproductions. It also applies to the electronic

documents described above. This Policy was approved by the Board of Directors of Lawyers Alert on the 9<sup>th</sup> of February 2018.

## **APPENDIX A - RECORD RETENTION SCHEDULE**

The Record Retention Schedule is organized as follows:

### **SECTION TOPIC**

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Personnel Records
- L. Property Records
- M. Tax Records
- N. Contribution Records
- O. Programs & Services Records
- P. Fiscal Sponsor Project Records

### **A. ACCOUNTING AND FINANCE**

<b>Record Type</b>	<b>Retention Period</b>
Accounts Payable ledgers and schedules	6 years
Accounts Receivable ledgers and schedules	6 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	6 years after completion of audit
Annual Plans and Budgets	6 years
Bank Statements and Canceled Checks	6 years
Employee Expense Reports	6 years
General Ledgers	Permanent
Interim Financial Statements	6 years

<b>Record Type</b>	<b>Retention Period</b>
Notes Receivable ledgers and schedules	6 years
Investment Records	6 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

**B. CONTRACTS**

<b>Record Type</b>	<b>Retention Period</b>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	6 years after expiration or termination

**C. CORPORATE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Licenses and Permits	Permanent

## D. CORRESPONDENCE AND INTERNAL MEMORANDA

**General Principle:** Most correspondence and internal memoranda should be retained for the same period as the document they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (6 years after expiration). It is recommended that records that support a particular project be kept with the project and take on the retention time of that particular project file.

Correspondence or memoranda that do not pertain to documents having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:

- Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
- Form letters that require no follow-up.
- Letters of general inquiry and replies that complete a cycle of correspondence.
- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

## E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email need to be retained, depending on the subject matter.

- All e-mail—from internal or external sources—are to be deleted after 12 months.
- Staff will strive to keep all but an insignificant minority of their e-mail related to business issues.
- Lawyers Alert will archive e-mail for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
- All Lawyers Alert business-related email should be downloaded to a service center or user directory on the server.
- Staff will not store or transfer Lawyers Alert-related e-mail on non-work-related computers except as necessary or appropriate for Lawyers Alert purposes.
- Staff will take care not to send confidential/proprietary Lawyers Alert information to outside sources.

- Any e-mail staff deems vital to the performance of their job should be copied to the staff's H: drive folder, and printed and stored in the employee's workspace.
2. **Electronic Documents:** including Microsoft Office Suite and PDF files. Retention also depends on the subject matter.
- **PDF documents** – The length of time that a PDF file should be retained should be based upon the content of the file and the category under the various sections of this policy. The maximum period that a PDF file should be retained is 6 years. PDF files the employee deems vital to the performance of his or her job should be printed and stored in the employee's workspace.
  - **Text/formatted files** - Staff will conduct annual reviews of all text/formatted files (e.g., Microsoft Word documents) and will delete all those they consider unnecessary or outdated. After 6 years, all text files will be deleted from the network and the staff's desktop/laptop. Text/formatted files the staff deems vital to the performance of their job should be printed and stored in the staff's workspace.
3. **Web Page Files: Internet Cookies**
- All workstations: Internet Explorer should be scheduled to delete Internet cookies once per month.

Lawyers Alert does not automatically delete electronic files beyond the dates specified in this Policy. It is the responsibility of all staff to adhere to the guidelines here in specified.

Each day Lawyers Alert will run a tape backup copy of all electronic files (including email) on Lawyer Alert's servers, as specified in the organization's Disaster Recovery Plan. This backup tape is a safeguard to retrieve lost information within a one-year retrieval period should documents on the network experience problems. The tape backup copy is considered a safeguard for the record retention system of Lawyers Alert, but is not considered an official repository of the organization's records. All monthly and yearly tapes are stored offsite according to our organization's Disaster Recovery Policy.

In certain cases, a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

## F. GRANT RECORDS

<b>Record Type</b>	<b>Retention Period</b>
Original grant proposal	6 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	6 years after completion of grant period
Final grantee reports, both financial and narrative	6 years after completion of grant period

<b>Record Type</b>	<b>Retention Period</b>
All evidence of returned grant funds	6 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	6 years after completion of grant period
Report assessment forms	6 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	6 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	6 years after completion of grant period
Grantee work product produced with the grant funds	6 years after completion of grant period

## **G. INSURANCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Annual Loss Summaries	10 years
Audits and Adjustments	6 years after final adjustment
Certificates Issued	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of eligible participant
Inspections	6 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	6 years

<b>Record Type</b>	<b>Retention Period</b>
Loss Runs	10 years
Releases and Settlements	25 years

## H. LEGAL FILES AND PAPERS

<b>Record Type</b>	<b>Retention Period</b>
Legal Memoranda and Opinions (including all subject matter files)	6 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

## I. MISCELLANEOUS

<b>Record Type</b>	<b>Retention Period</b>
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

## J. PAYROLL DOCUMENTS

<b>Record Type</b>	<b>Retention Period</b>
Employee Deduction Authorizations	4 years after termination
Payroll Deductions	Termination + 6 years
Labor Distribution Cost Records	6 years
Payroll Registers (gross and net)	6 years
Time Cards/Sheets	2 years
Unclaimed Wage Records	6 years



**K. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA**

**General Principle:** Pension documents and supporting employee data shall be kept in such a manner that we can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

<b>Record Type</b>	<b>Retention Period</b>
Retirement and Pension Records	Permanent

**L. PERSONNEL RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Commissions/Bonuses/Incentives/Awards	6 years
Employer Information Reports	6 years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently
Employee Medical Records	Separation + 6 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	6 years after separation
Employment Contracts – Individual	6 years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	6 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	2-6 years (4 years if file contains any correspondence which might be construed as an offer)
Job Descriptions	6 years after superseded
Personnel Count Records	6 years
Forms I-9	6 years after hiring, or 1 year after separation if later

**M. PROPERTY RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

**N. TAX RECORDS**

**General Principle:** Lawyers Alert will keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

<b>Record Type</b>	<b>Retention Period</b>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	6 years
Payroll Tax Records	6 years
Tax Bills, Receipts, Statements	6 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	6 years
Sales/Use Tax Records	6 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

**O. CONTRIBUTION RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Records of Contributions	Permanent
Lawyer Alert's or other documents evidencing terms of gifts	Permanent

**P. PROGRAM AND SERVICE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Lawyers Alert's convenings	Permanent (1 copy only)
Research & Publications	Permanent (1 copy only)

**Q. FISCAL SPONSOR PROJECT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Sponsorship agreements	Permanent