

# DIOCESE OF SAN DIEGO

## Parish and School Financial & Human Resources

### Record Retention Policy

A records management and retention policy is an important component of the management and administration of a Parish and School (including gift and thrift shops, PTG, bingo, Parish Organizations, etc) especially when needed for litigation and efficient management of space. This policy applies to Financial & Human Resources related records only. Records include paper records and electronic files, data and e-mails.

#### Corporate Records

Articles of Incorporation	Permanent
Finance Council Meetings and Minutes	Permanent
Construction Documents including Blue Prints/Plans	Permanent
Fixed Asset Records	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	3 years
Correspondence (general)	3 years
Correspondence (legal)	Permanent

#### Accounting Records and Tax Records

Internal Review Reports	7 years
Year End Financial Statements	Permanent
General Ledgers	Permanent
QuickBooks Year End Backup	Permanent
Depreciation Schedules	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Accounts Payable Ledger	7 years
Accounts Receivable Ledger	7 years
Journal Entries	7 years
Invoices/Purchase Orders	7 years
Sales Records	7 years
Investments records (deposits, earnings, withdrawals)	7 years
Property/Asset Inventories	7 years

Petty cash receipts/documents	7 years
Cash Receipts and documents	7 years
Credit Card Receipts	7 years
Donor Envelopes (2018 envelopes retained through 12/31/19)	2 <sup>nd</sup> Calendar year

**Bank Records**

Check Registers	Permanent
Manual check records of donations	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Cancelled Checks	7 years
Duplicate Deposit Slips	7 years

**Payroll and Employment Tax Records**

Payroll Registers	7 years
State Unemployment Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

**Employee Records**

Employee Personnel File Includes documents e.g. Application/Resume, Employee Offer Letters Acceptance of Employment Letters, Job Description, Performance Goals, Employee Benefits materials, Promotions, Demotions, letters of Reprimand, termination.	*7 years after termination
Employee Medical File	*7 years after termination
Pension/403B records	Permanent
Workers' Compensation records	5 years after termination
I-9 Forms	3 years after hire date or 1 year after termination; whichever is greater
Time reports	7 years after termination

\* 7 years after termination unless litigation is pending or anticipated. In those cases, consult with Human Resources Department.

## **Donor Records**

Endowment Records	Permanent
Donor Acknowledgement Letters	7 years
Donor List	7 years
Grant Applications and Contracts	7 years after completion

## **Legal, Insurance and Property Records**

Insurance Claims applications	**7 years
Insurance disbursements/denials	**7 years
Accident Reports	6 years

\*\*7 years unless litigation is pending or anticipated. In those cases, consult with Finance Department.

## **Contracts**

All Insurance contracts	Permanent
Employee contracts	Permanent
Teacher contracts	Permanent
Tuition contracts	Until Paid
Construction contracts/blueprints and plans	Permanent
Legal correspondence	Permanent
Loan/mortgage contracts	Permanent
Leases/Deeds/Bill of Sale	3 years after expiration/sale
Vendor contracts	7 years after termination
Warranties	7 years after termination

## **Management Plans and Procedures**

Long-term maintenance & landscaping plan	10 years
Staffing, programs, marketing, finance, fundraising and evaluation	7 years
Disaster Recovery Plan	7 years