

	Policy Section:	Total Care Services, Inc.
	Policy Name:	Document Retention Policy
	Original Date:	05.25.2022
	Revision/Amendment Date(s):	
	Policy Attachments:	N/A

The purpose of this policy is to: provide a system for complying with document retention laws; ensure that the organization retains valuable documents, saves money, time and space; protect the organization against allegations of selective document destruction; and provide for routine destruction of nonbusiness, superfluous, and outdated documents.

General guidelines for the retention of employment, contractual, and financial documents that should be retained, and the period of retention, are set forth below. **The Controller and the Executive Director** each maintain a more detailed chart of retention requirements for individual and/or specialized documents. If you have any questions about how long to retain a document, see the **Executive Director or Controller**. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

The **Controller** is responsible for making sure that the document retention schedule is being appropriately applied. Every year on **May 15th**, each department head or manager will submit to the **Controller** a list of the documents that have been sent to storage or destroyed. The list will identify the documents with enough specificity that someone outside the department could determine which documents were stored or destroyed. The **Controller** and the **Executive Director** will keep lists of documents stored or destroyed.

Total Care Services, Inc. (hereafter TCS) has a legal duty to retain documents which it knows or believes may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately. In the case of electronic destruction, the **IT Manager** is responsible for ensuring that any automatic destruction program is disabled and, along with the **Executive Director**, reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

All documents, including electronic documents, that are no longer relevant to the organization's business, should be destroyed every 60 days. Do not retain drafts of any documents that have been finalized in other documents. Personal notes should be discarded after they are no longer needed. Material that requires shredding should be placed in the locked shredding box.

In accordance with **TCS'** policy, the following documents must be retained or destroyed as set forth below. Please review your files for any applicable documents in your possession on an annual basis to ensure compliance with this schedule. Your supervisor will direct the deposit or filing of all documents that must be retained, as well as the destruction of documents that must be purged. The **Controller and Executive Director** maintain a detailed document retention schedule if you have any questions about specific documents.

Financial Documents: Most financial documents should be retained for 7 years after the year in which they were created.

Employment-Related Documents: Applications for employment, ads for open positions, resumes, interview notes, offer letters, rejection letters, and reference checking notes: Maintain 1 year after a decision to hire an employee is made. All other employment records: Generally, keep 4 years after the employee leaves employment, except for employee's personnel file (7 years). For exceptions to this rule, see the document retention schedule. The employee's I-9 form should be housed outside of the employee/personnel file. After an employee separates from **TCS**, the I-9 form must be retained for three years after the date of hire or one year after the date employment ends, whichever is later.

Contracts: 7 years after contract has expired for most contracts.

Permanently-Held Documents: Minutes of board meetings; Bylaws and all amendments; Form 990 and any Schedules; IRS determination letter; 1023 Application for Exemption and all supporting documents; trademark registrations; leases; Combined Registration Application; and Articles of Incorporation.