



Storage Policy

Last revised September 2016

PURPOSE

It is the policy of 20 Liters to preserve all records in accordance with law. When there is no legal requirement for the retention of records, the retention policy will be reasonable and developed in good faith.

STORAGE

The storage of all 20 Liters physical records will be maintained in a locked facility at all times. Access to this closet will be limited to staff (paid or volunteer) of 20 Liters whose duties require access to such records.

The daily working files of staff (paid or volunteer) will only be secured in a locked

Records that are not permanent in nature will be stored in properly labeled file boxes. Labeling on the front of each box must include the following: contents, dates covered, and destruction date(s) if applicable. Permanent records shall be maintained in a fireproof filing cabinet or box.

Each item must be stored in an appropriate box which houses similar items, dates and retention periods. A designated staff (paid or volunteer) is responsible for the orderliness of this storage area and for maintaining an inventory of all records being kept in this area.

To help facilitate the retention process, digital storage systems are acceptable means for meeting record retention requirements. If a secure and routinely backed-up digital storage system is in place, physical copies of the same information do not need to be maintained.

RETENTION

Appendix A is a Record Retention Schedule that is approved as the maintenance retention and disposal schedule for physical records and electronic documents of 20 Liters. The Secretary of the Board of Directors can be contacted regarding any documents or records that are not included in this listing.

ELECTRONIC DOCUMENTS

20 Liters staff (paid or volunteer) who transmit or receive material via the Internet shall determine whether to preserve or delete the material and communications consistent with the records retention schedule in Appendix A.

LITIGATION

If pending or threatened litigation, governmental (including IRS) investigations or staff complaints exist, retention periods will be extended for a reasonable time period as recommended by professional advisors.

REVIEW

The Secretary of the Board of Directors of 20 Liters will review the record retention periods annually against the Guide to Record Retention Requirements published by the Superintendent of Documents, U.S. Government Printing Office, and with other professional advisors deemed necessary.

APPENDIX A – RETENTION PERIODS

Document Name	Retention Period In Years*
Accident Reports (paid and volunteer staff)	10
Accounts Payable (vouchers & invoices)	7
Accounts Payable Ledgers	7
Accounts Receivable Ledgers	7
Annual Corporate Reports	P
Applications for Employment	Act +5
Articles of Incorporation and Bylaws	P
Audited Financial Reports	P
Auditor Management Letters	7
Bank Statements and Reconciliations	7
Blueprints & Plans	P
Budgets	7
Building Permits	P
Business Plans	P
Canceled Checks	7
Cash Receipts/Disbursements Journals	7
Chart of Accounts	Act
Check Register	7
Claim Files	6
Contracts, Agreements, & Leases after expiration	10
Contribution Statements to Donors	10
Credit Card Sales Receipts	7
Deeds	Act+6
Deferred Giving Instruments (annuities, wills, trusts, etc)	Act+8
Deposit Slips, Cashiering Receipts	7
Depreciation Schedules	7
Employee Applications	3
Employee Handbook	P
Employee Records (terminated)	6
Employee/Volunteer References (working with minors)	P

Employee/Volunteer Screenings (working with minors)	P
Expense Reports/Mileage Logs	7
Federal Payroll Tax Returns (941)	7
Federal/State Local Misc. Filings	7
Financial Statements (audited annual)	P
Financial Statements (monthly)	7
Form 990	7
Furniture, Fixtures & Equipment Inventory	7
Garnishments	7
General Ledgers	7
Grants and Contracts	10
Information Returns (W-2, 1099's)	7
Insurance Claims After Settlement	10
Insurance Policies	P
Inventory Records	7
Invoices	7
IRS Determination Letter/Exams/Rulings	P
Job Announcements and Advertisements	1
Journal Entries	8
Land Surveys	P
Legal Opinions/Litigation	P
Minutes (Councils/Committees)	P
Mortgage Notes (after settlement)	8
Payments and Reports to Government Agencies	6
Payroll Deductions	7
Payroll Registers	7
Pension/Retirement Plans	P
Personnel Files	Act+5
Petty Cash Vouchers	7
Physical Inventory Records	6
Policies and Procedures	P
Power of Attorney	P
Record Retention/Disposition Analysis and Authorization	P
Reimbursed Expenses	7
Time Sheets	7
Trial Balances	7
Vendor Statements	2
Volunteer Hours	5
Workers Compensation	7
*Act = while active, employed or volunteering	
P=Permanent	