

Snow Leopard Trust

Document Management Policy

Policy

It is the policy of *Snow Leopard Trust* to maintain computer records, electronic data (if available) and hard copies of records for effective and efficient operating, tax and legal purposes for the periods listed in the attached table.

Purpose

This policy ensures: that records are maintained in an effective way, that information can be properly retrieved as needed, and that unnecessary documents are eliminated to save costly record handling and storage space. Our general policy is not to retain records unless legally required to do so or unless they have a current business purpose.

Exceptions to the above policy are as follows:

1. If any litigation, claim, or audit is started, all potentially relevant records shall be retained until the litigation, claims or audit findings involving the records have been resolved and final action taken.
2. When a funding agency specifies a different document retention period in its contract terms and conditions document. (To simplify compliance, we save all government funding files for 7 years.

Responsibility

The Executive Director has approved a record management program consistent with operational needs, tax and legal requirements, and the above-described purposes.

The relevant staff will prepare a list of all type of documents their departments create and maintain. The Executive Director will assign departmental responsibility for retention and disposition of records. If files are disposed of, employees shall follow appropriate disposition procedures in accordance with privacy and other relevant laws.

Questions regarding this policy should be addressed to the Executive Director.

Warning:

All permitted document destruction shall be halted if the Snow Leopard Trust is notified that it is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Board Chair.

DOCUMENT MANAGEMENT POLICY
Retention Period Table

| Document | Retention Period |
|---|-------------------------|
| Accounts payable ledgers and schedules | 7 years |
| Accounts receivable ledgers and schedules | 7 years |
| Audit reports of accountants | Permanently |
| Bank statements | 7 years |
| Capital stock and bond records: ledgers, transfer payments, stubs showing issues, record of interest coupon, options, etc. | Permanently |
| Cash books | 7 years |
| Checks (canceled, with exception below) | 7 years |
| Checks (canceled, for important payments; i.e., taxes, purchase of property, special contracts, etc. [checks should be filed with the papers pertaining to the underlying transaction]) | Permanently |
| Contracts and leases (expired) | 7 years |
| Contracts and leases still in effect | Permanently |
| Correspondence, general | 1 year |
| Correspondence (legal and important matters) | Permanently |
| Depreciation schedules | 7 years |
| Duplicate deposit slips | 7 years |
| Employee personnel records (after termination) | 7 years |
| Employment applications | 3 years |
| Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses) | 7 years |
| Financial statements (end-of-year) | Permanently |
| General ledgers and end-of-year statements | Permanently |
| Insurance policies (expired) | 7 years |
| Insurance records, current accident reports, claims, policies, etc. | 7 years |
| Internal reports, miscellaneous | 3 years |
| Inventories of products, materials, supplies | 3 years |
| Invoices to customers | 7 years |
| Invoices from vendors | 7 years |
| Journals | 7 years |
| Minute books of Board of Directors, including Bylaws and Articles of Incorporation | Permanently |
| Payroll records and summaries, including payments to Pensioners | 7 years |
| Purchase orders | 3 years |
| Sales records | 7 years |
| Scrap and salvage records | 7 years |
| Subsidiary ledgers | 7 years |
| Tax returns and worksheets, revenue agents' reports, and other documents relating to determination of tax liability | Permanently |
| Time sheets and cards | 7 years |
| Voucher register and schedules | 7 years |