



SRF Document Retention and Destruction Policy

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (fill in the blank based on the organization's practices);
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention

The following table* indicates the minimum requirements She Ready Foundation has adapted based on recommendations from National Council of Nonprofits. Records are kept digitally.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years

* Adapted from National Council of Nonprofits.



Type of Document	Minimum Requirement
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

Resources

National Council of Nonprofits



Sample Whistleblower Policy

She Ready Foundation encourages its employees to report improper activities in the work place and will protect employees from retaliation for making any such report in good faith.

1. Employee Rights

Employees have the right to report, without suffering retaliation, any activity by She Ready Foundation or any of our employees that the employee reasonably believes: 1) violates any state or federal law; 2) violates or amounts to noncompliance with a state or federal rule or regulation; or 3) violates fiduciary responsibilities by a nonprofit corporation. In addition, employees can refuse to participate in an activity that would result in a violation of state or federal statutes, or a violation or noncompliance with a state or federal rule or regulation. Employees are also protected from retaliation for having exercised any of these rights in any former employment. The whistleblower protection laws do not entitle employees to violate a confidential privilege of She Ready Foundation (such as the attorney-client privilege) or improperly disclose trade-secret information.

2. Where to Report

Employees have the duty to comply with all applicable laws and to assist She Ready Foundation to ensure legal compliance. An employee who suspects a problem with legal compliance is required to report the situation(s) to the Executive Director or Chair of the Board of Directors if the complaint involves the Executive Director. Employees may also report information regarding possible unlawful activity to an appropriate government or law enforcement agency.

3. Protection from Retaliation

It is the intent of this policy to encourage employees to report fraudulent or illegal activities and there shall be no retaliation for any reports made pursuant to this policy. Any employee who believes they have been retaliated against for whistle blowing may file a complaint with either the Executive Director or the Chair of the Board of Directors. Any complaint of retaliation will be promptly investigated and remedial action taken when warranted. This protection from retaliation is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the ordinary course of business based on valid performance-related factors.

Please sign below to confirm you have read and understand the Whistleblower policy:

Employee Signature

Date

Employee's typed or printed name

cc: Employee, Personnel File



CONFLICT OF ADDRESS

This policy statement is to be used in addition to the Conflict-of-Interest statement in She Ready Foundation Bylaws and is meant to serve as an annual acknowledgement of the reviewing of said documentation.

No board member or board committee member, or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with She Ready Foundation, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to use a gracious method of declining gifts, entertainment, and benefits not meeting this standard.

No board or committee members should perform, for any personal gain, services to any She Ready Foundation supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless such transaction or contracts are disclosed in good faith, and the board/ committee authorizes transaction. Similar association by a family member or any other relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to, any She Ready Foundation supplier of goods or services or any other organization that is engaged in doing business with or serving She Ready Foundation unless it is been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

Should board member participate or engage in work for She Ready Foundation it must be based on a request for proposal with at least 2 other competitive bids.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient. Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

Signature of Board Member

Date