



## Document Protection & Destruction Policy

Purpose: In accordance with the Sarbanes-Oxley Act of 2002, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the Good Tidings Foundation in connection with the transaction of organizational business. The Good Tidings Foundation follows the document retention procedures outlined below. Documents not listed will be retained for the appropriate length of time.

<u>Item</u>	<u>Length</u>
Annual Reports & Financials	Permanent
IRS 990's	Permanent
Budgets-Operating & Projects	Permanent
Board Meeting Minutes	Permanent
Bylaws & Articles of Incorporation	Permanent
Scholarship Recipient Application	Permanent
Scholarship Applicants-non recipient	One Year
IRS Determination Letter	Permanent
MOU's	Permanent
General Correspondence [emails]	One Year



IRS Form 1099	Permanent
Credit Card Receipts	Three Years
Check Registers [on-line]	Five Years
Bank Statement Reconciliation	Five Years
Payroll & Wage Records [on-line]	Four Years
Pre-Employment Records	Two Years
Employee Eligibility Forms & Verification (I-9)	Three Years
Employee Personnel Files	Two Years
Employment Contracts, Offers & Reviews	Permanent
Donor Records	Seven Years
Leases	Three Years

Good Tidings stores all their documents in a reasonably safe and accessible area. Electronic document logins will be available when asked for by authorized individuals. Documents will be destroyed by a recognized document destruction company authorized by the Founder. The Board will periodically review the above with legal counsel to ensure that they are in compliance with new or revised regulations.