

**Jewish Funders Network
Record Retention and Document Destruction Policy
Adopted by the JFN Board of Directors, December 8, 2008**

The Jewish Funders Network (JFN) takes seriously its obligations to preserve information relation to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against JFN and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the President of COO of a potential or actual litigation, external audit, investigation, or similar proceeding regarding JFN. The information listed in the retention schedule below is intended as a guideline and may not contain all of the records JFN may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the COO.

From time to time, the COO may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the COO.

File Category	Item	Retention Period
Corporate Records	By-laws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board & committee meetings of governing committees	Permanent
	Conflict of Interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	Permanent
	Auditor management letters	Permanent
	Payroll records	Permanent
	Journal records	Permanent
	Check register & checks	7 years/permanent
	Bank deposits & statements	
	Charitable organization registration statements filed with the state AG	7 years
	Chart of accounts	7 years
	Expense reports	7 years
	General ledgers & journals	7 years
Accounts payable ledger	7 years	

	Contracts & agreements	7 years after all obligations end
	Investment manager contracts	7 years after all obligations end
	Correspondence – general	3 years
Insurance Records		
	Accident reports	7 years
	Fire inspection records	7 years
	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations
	Mortgages, security agreements	7 years after all obligations
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Forms 990s	Permanent
	Withholding tax statements	7 years
	Correspondence with legal counsel or accountants, not otherwise listed	7 years after return is filed
	Time cards	3 years
Communications		
	Annual reports	Permanent
Donor Services	Fund agreements (paper and digital copies)	7 years
	Correspondence – acknowledgment of gifts and grant requests	7 years
Foundation Services	Records from advisory committee or family fund meetings, including minutes, if any, and lists of grants recommended for approval	7 years

	Approved grants – all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any	7 years after completion of funded program, or date of grant if general operating support
	Foundation funding requests, correspondence, and reports (funding received)	7 years after completion of program
	Declined/withdrawn grant applications	3 years
	Foundation funding requests (denied)	3 years
Consulting Services	Consulting contracts/files	7 years after all obligations end
Human Resources	Employee personnel files	Permanent
	Employee medical records	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employment offer letter	7 years after all obligations end
	IRS Form I-9 (store separate from personnel file)	Great of 1 year after end of service or 3 years
General Administration	Correspondence – chief executive & general	7 years
	Appointment calendars – chief executive	7 years