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UNITED WAY OF AMERICA RECORDS RETENTION POLICY

RETENTION PERIODS¹

TYPE OF DOCUMENT	PERIOD
I. Corporate Records	
A. Articles of Incorporation, corporate by-laws, registrations to do business, and any amendments to the foregoing.....	Permanent
B. Minutes and resolutions of the Board of Directors or Executive Committee	Permanent
C. Minutes and resolutions of standing committees or other committees.....	Permanent
D. Annual Reports	Permanent
E. Deeds, leases, easements, mortgages and other documents relating to real property.....	Permanent
F. Insurance policies, endorsements thereto and related correspondence from insurers or insurance brokers	Permanent
G. Patent, trademarks, services marks, copyrights	Permanent
II. Legal Records (Litigation and Administrative Proceedings)	
A. Consent decrees, administrative decrees, final orders, judgements and settlement agreements.....	Permanent
B. Requests for information	3 years after matter fully resolved
C. Notice or demand letters	5 years after matter fully resolved
D. Notices of violations/citations/complaints.....	5 years after matter fully resolved
E. Records that relate to ongoing or threatened litigation or other proceedings.....	Permanent
III. Tax Records	
A. Tax-exemption application	Permanent
B. Information Returns (Form 990s).....	6 years-from due date of return or date of filing, whichever is later ²

¹ The periods set forth below apply to all computer records and hard-copy records. Each [employee] [department head] is responsible for ensuring the compliance of his or her own records [and the records of employees and contractors under his or her supervision]—whether in file cabinets, computer hard drive, computer disks or elsewhere.

² Period must be extended if UWA agrees to extend the limitations period for an audit or adjustment for any particular year.

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III. Tax Records (Continued)	
C. Other tax returns (e.g., Form 990-Ts), bills and statements.....	6 years (federal), 20 years (Virginia), 6 years (New York)-from due date of return or date of filing, whichever is later ³
D. Documents, including workpapers, establishing or relevant to supporting the calculation of any federal or state taxes.	6 years(federal), 20 years (Virginia), 6 years (New York)-from due date of return or date of filing, whichever is later ⁴
IV. Accounting and Financial Records	
A. Audited financial statements.....	Permanent
B. All ledgers, accounts payable and receivable schedules, and other similar documents.....	3 years and current
C. Bank records(including deposit and withdrawal slips), bank statements, check registers, check receipt journals, cancelled checks and other similar documents.....	6 years and current
D. Expense account, vouchers, petty cash records and other similar documents	6 years and current
E. Investment records and reports.....	6 years and current
F. Management Reports	
1. Year-end.....	3 years
2. Monthly.....	1 year and current
G. Treasurer's Reports	
1. Year-end.....	3 years
2. Monthly.....	1 year and current
H. Contracts.....	5 years from completions of performance
I. Payroll Registers	6 years and current
J. Invoices(paid and unpaid).....	5 years

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V. Pension Records	
A. Pension plans, amendments thereto and related documents.....	Permanent
B. Retiree and beneficiary records(e.g., names, addresses, SSNs, periods of employment (including breaks in service), pay, eligibility information, benefits calculations)	Permanent
C. Audit reports.....	Permanent
D. Records of payments to employees or beneficiaries	5 years after death of payee
VI. Personnel Records	
A. Applications (non-employees).....	2 years
B. Individual personnel files (including non-pension-related materials such as performance evaluations, employment contract, medical records and other similar documents)	3 years after employee departs
C. Training manual, educational materials, posted legal notices	Until superseded
VII. Legislative and Other Materials	
A. Federal or state lobbying reports.....	5 years
VIII. Internal Publications/Library	
A. UWA newsletter	1 year
B. In-house position papers and other similar documents	Current and 1 year after superseded
C. Directories, speeches, manuals, guidelines, reports and other library materials.....	Until no longer useful as reference materials
D. Magazines, newspapers, press releases and other similar documents	Only while current
IX. Membership Records	
A. Membership directories	Permanent
B. Membership files	5 years
C. Membership fee records	5 years
X. Safety and Security Records	
A. Visitor clearances.....	3 years
B. Security violations, infractions	3 years
C. Fire, theft investigations	3 years
D. Emergency conditions.....	3 years

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TYPE OF DOCUMENT	PERIOD
XI. Office Supplies and Services	
A. Office equipment records.....	3 years
B. Records of inventories	1 years
C. Request for service	1 years
D. Requisitions for Supplies, purchases orders	1 years
XII. Internal Memoranda and Correspondence	
A. Internal Memoranda	
1. Drafts of all documents (whether typed or written).....	Dispose of when final version prepared
2. Handwritten or other informal notes (e.g., "to do lists, notes, from telephones calls meetings)	Dispose of after use or 6 months, whichever is sooner
3. Voicemail messages	Dispose of after use or 30 Days, whichever is sooner
4. E-mail messages (both incoming and outgoing).....	Dispose of after use or 30 Days, whichever is sooner
5. Telephone messages (both incoming and outgoing)	Dispose of after use or 30 Days, whichever is sooner
6. Copies of routine interdepartmental or other company correspondence (except officials statements of UWA policies or positions).....	Dispose of after use
7. Agendas	Dispose of after use
8. Calendars, schedule book, appointment books, daily planners and similar scheduling documents.....	Dispose of after use
9. Chronological files.....	5 years
10. General statements of UWA policies or positions	Permanent or until superseded

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PERIOD

XII. Internal Memoranda and Correspondence (Continued)

B. Routing Correspondence

- 1. Letters and notes that required no acknowledgement or follow-up(e.g., notes of appreciation, letter of transmittal, travel plans for meetings)..... **6 months**
- 2. Other routing correspondence..... **1 year**

C. Significant Correspondence

- 1. Letters relating to financial matters, statements or accounts..... **Dispose of after use or 6 years, whichever is sooner**
- 2. Substantive letters relating to UWA projects, initiatives, or policies or to which a member might make reference. **Dispose of after use or 5 years whichever is sooner**

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UNITED WAY OF AMERICA RECORDS RETENTION POLICY

OVERRIDING HOLDS

Any records that fall within any of the following categories **MUST** be retained indefinitely—regardless of whether it has outlasted any otherwise applicable retention period (as set forth on Attachment A) and regardless of whether it appears to possess any lasting value:

- A. []
- B. Records not referred to above that, in the knowledge of the reviewing employees, are or may be relevant to any ongoing, imminent or reasonably foreseeable legal proceeding.

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UNITED WAY OF AMERICA RECORDS RETENTION POLICY

TO: _____

POSITION UWA Records Retention Policy Supervisor

FROM: _____

POSITION _____

I certify that the records of _____
Department

have been reviewed for compliance with the UWA Records Retention Policy for the
period of: _____ through _____
Date Date

and that such records are in compliance with the Policy.

Date

Signature