

POLICY #: 102

TITLE: Document Destruction & Retention

PURPOSE:

In accordance with the Sarbanes-Oxley Act, 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 Making Hope Happen Foundation in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Making Hope Happen Foundation operations by promoting efficiency and freeing up valuable storage space.

POLICY STATEMENT:

Document Retention

Effective upon the adoption date of this policy, the Making Hope Happen Foundation follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

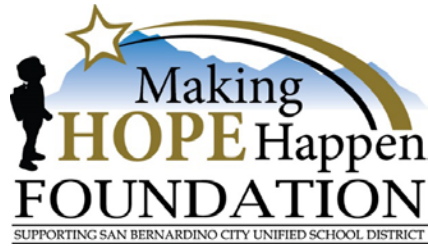
Corporate Records:

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	4 years

Accounting and Corporate Tax Records:

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent

ADOPTED DATE: OCT 12, 2016
 REVISION DATE: N/A

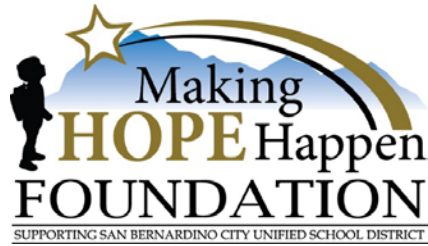


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IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries (Deposits)	7 years
Invoices (Check Requests)	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	4 years
Cash Receipts	4 years
Credit Card Receipts	4 years
Bank Records Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll and Employment Tax Records*	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns 7 years W-2 Statements	7 years
*The Making Hope Happen Foundation currently has no employees.	
Employee Records*	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	4 years
I-9 Forms	4 years after termination
Time Cards	4 years
*The Making Hope Happen Foundation currently has no employees.	
Donor and Grant Records	
Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

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Legal, Insurance, and Safety Records Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	4 years after termination

Physical Storage

The Making Hope Happen Foundation records will be stored in a safe, secure, and accessible manner in within the office of community engagement at the San Bernardino City Unified School District. Duplicate f

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

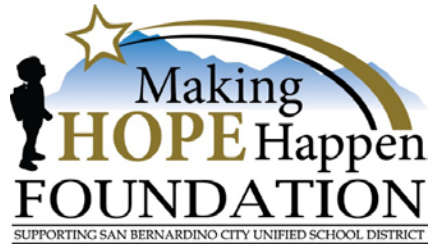
Emergency Planning

Electronic documents and financial files that are essential to keeping the Making Hope Happen Foundation operating in an emergency will be scanned electronically and backed in accordance to the San Bernardino City Unified School District.

Document Destruction

The Making Hope Happen Foundation Board Secretary is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation or litigation.

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Shredding/Destruction

The Making Hope Happen Foundation requires that any items or documents containing personal information such as name, address, phone number, etc. that are assigned to be destroyed be shredded or marked out (redacted) with permanent ink before being placed in the garbage.

Compliance

Failure on the part of directors, officers and employees to follow this policy can result in possible civil and criminal sanctions against the Making Hope Happen Foundation and/or officers, directors and employees. Due to the serious nature of noncompliance, any person found to willfully dishonor the intent of this policy faces possible disciplinary action to the extent allowable by the Making Hope Happen Foundation.