

Kings Community Action Organization

Administrative Policy

AP 4100

Administration: Finance and Human Resources

Record Retention

Purpose: To provide guidance on retaining and destroying records.

Policy: Kings Community Action Organization (KCAO) retains records as required by law and destroys them when appropriate. Electronic copies shall be saved in appropriate folders on the network storage device. Hard copies should be stored in file cabinets or archived in a storage area.

The destruction of records must be approved by the Executive Director or his/her designee. Review and purging of files may take place on an ongoing basis, but should occur at least once per year, and must follow the minimum retention requirements outlined below.

Specific grants and contracts with more strict guidelines than the policy set forth will supersede.

Resources:

Office of Management and Budget (OMB) Regulations:

2 CFR Part 200.334 (Retention Requirements for Records)

California Employers Association – Fact Sheet: Records Retention Requirements

Record	Minimum Retention
Audit reports	Permanent
Deeds, mortgages, and bills of sales	Permanent
Financial statements – Year-end	Permanent
General ledgers/year-end trial balance	Permanent
Minutes of Board of Directors and bylaws	Permanent
Retirement and pension records	Permanent
Tax returns and worksheets, examination reports and other documents relating to tax filings	Permanent
Trademark registrations and copyrights	Permanent
Accounts payable ledgers and schedules	7 Years
Accounts receivable ledgers and schedules	7 Years
Contracts, mortgages, notes, and leases	7 Years from expiration
Garnishments	7 Years
Insurance claims	7 years

Invoices (to customers, from vendors)	7 Years
Notes receivable ledgers and schedules	7 Years
Purchase orders/check requests	7 Years
Sales records	7 Years
Subsidiary ledgers	7 Years
Employee benefits data, such as beneficiary designations, eligibility determinations, COBRA notices (Excludes retirement and pension records)	6 Years, but not less than 1 year following a plan termination
Employee health records, such as job injuries and drug/alcohol test records	5 Years (Chemical safety and toxic exposure records must be kept for duration of employment, plus 30 years)
Payroll records, such as name, address, age, sex, occupation	4 Years
Bank statements/reconciliations	3 Years
Chart of accounts	3 years
Employee eligibility forms verification (I-9 Forms)	3 years from hire date or 1 year after termination, whichever is later
Employee personnel files, such as disciplinary notices, promotions and demotions, performance evaluations, discharge/layoff/transfer files, physical files	3 Years after termination of employment
Employment applications, resumes and screening tests	3 Years
Insurance policies	3 Years from expiration
Internal audit reports	3 Years
Internal reports	3 Years
Medical records, such as leave benefits, dates/hours of leave, job accommodations	3 years
Petty cash vouchers	3 Years
Real property and equipment	3 Years from disposal
Terms and conditions of employment	3 Years
Union and employee contracts	3 Years
Wage Records, such as time cards, wages, wage rates, pay stubs	3 Years after termination of employment

The destruction of any documents containing social security numbers or any other consumer data or personally protected information as defined under federal laws and regulations shall be done via shredding using an approved shredding service provider.

Prior employee files and documents, including electronic mail, should be disposed of one year after termination, unless otherwise noted above. Specific records containing items such as listed above shall follow applicable retention guidelines.

Records related to the subject of an investigation, claim, legal proceedings or allegation shall be exempt from any scheduled record destruction until those matters are resolved and final action taken.

Program award records related to contract files shall be retained for a minimum of three years following final payment, or full resolution of any audit findings.

The Executive Director or his/her designee may develop administrative guidelines to enforce a fair and consistent application of this policy.

Adopted by the Board of Directors:	November 18, 2015
Revised and Approved by the Board of Directors:	May 19, 2021
Revised and Approved by the Board of Directors:	March 15, 2023