

Record Retention and Document Destruction Policy

The Minnesota School Nutrition Association (MSNA) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, an organization shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department/agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, MSNA has the following document retention requirements:

MSNA Records Retention Schedule

	Retention Period
Accident reports and claims (settled cases).....	20 years
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules.....	7 years
Audit reports of accountants.....	Permanently
Bank reconciliations.....	3 years
Capital stock and bond records; ledgers; transfer registers; stubs showing issues; record of interest coupons; options; etc.....	Permanently
Cash books.....	Permanently
Charts of accounts.....	Permanently
Checks (canceled but see exception below).....	7 years

Checks (canceled for important payments, i.e., taxes, purchases of property; special contracts; etc. Checks should be filed with the papers pertaining to the underlying transaction.).....	Permanently
Contracts and leases (expired).....	7 years
Contracts and leases still in effect.....	Permanently
Correspondence (routine) with members, customers, or vendors.....	2 years
Correspondence (general).....	3 years
Correspondence (legal and important matters only).....	Permanently
Deeds, mortgages, and bills of sale.....	Permanently
Depreciation schedules.....	Permanently
Duplicate deposit slips.....	5 years
Employee personnel records (after termination).....	Permanently
Expense analyses and expense distribution schedules.....	7 years
Financial statements (end-of-year, other months optional).....	Permanently
General and private ledgers (and end-of-year trial balances).....	Permanently
Insurance policies (expired).....	3 years
Insurance records, current accident reports, claims, policies, etc.....	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable).....	3 years
Inventories of products, materials and supplies.....	7 years
Invoices to members and customers.....	7 years
Invoices from vendors.....	7 years
Journals.....	Permanently

Membership applications.....	3 years
Minutes of directors and committees, including by-laws and charter.....	Permanently
Notes receivable ledgers and schedules.....	7 years
Payroll records and summaries, including payments to pensioners.....	Permanently
Petty cash vouchers.....	3 years
Physical inventory tags.....	3 years
Plant cost ledgers.....	7 years
Property appraisals by outside appraisers.....	Permanently
Property records, including: costs; depreciation reserves; end of year trials balances; depreciation schedules; blueprints and plans.....	Permanently
Purchase orders (except purchasing department copy).....	7 years
Receiving sheets.....	2 years
Requisitions.....	2 years
Sales records.....	7 years
Scrap and salvage records (inventories, sales, etc.).....	7 years
Stock and bond certificates (canceled).....	7 years
Subsidiary ledgers.....	7 years
Tax returns and worksheets; revenue agents' reports and other documents relating to determination of income tax liability.....	Permanently
Time books.....	7 years
Trademark registrations.....	Permanently
Voucher register and schedules.....	7 years
Vouchers for payments to vendors, employees, etc. (Includes: allowances and reimbursement of employees, officers, etc.,	

for travel and entertainment expenses.)..... 7 years

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Approved: October 25, 2012;

Maintained (10/8/15)

BOARD OF DIRECTORS

Minnesota School Nutrition Association