

Document Destruction / Non-destruction Policy

It is the policy of United Way of Baytown Area that employees and volunteers shall not knowingly alter, destroy, mutilate, etc., documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States.

Type of Record	Retention Period (Years)	Type of Record	Retention Period (Years)
Accounting		Accounting (continued)	
Auditor's reports	Permanent	Petty cash vouchers	3
Bank deposit slips	3	Production and sales report	3
Bank statements	7	Purchase journal	Permanent
Bills of lading	3	Subsidiary ledgers	7
Budgets	3	(accounts receivable, accounts payable, etc.)	
Canceled checks		Timecards and daily time reports	3
General	7		
Payroll	7	Corporate Records	
Taxes (payroll related)	7	Annual reports	Permanent
Taxes (income)	Permanent	Articles of incorporation	Permanent
Cash disbursements journal	Permanent	Bylaws	Permanent
Cash projections	3	Capital stock and bond records	Permanent
		Contracts and agreements	Permanent
Cash receipts journal	Permanent	(government construction, partnership, employment, labor, etc.)	
Contracts – purchase & sales	7+	Copyrights, patents, and trademark registration	
Credit memos	3		Permanent
		Legal correspondence	Permanent
Depreciation records	3+	Minutes	Permanent
		Mortgages and note agreements	Permanent
Employee expense reports	7	Personnel files ⁽²⁾	Permanent
Employee payroll records	15		
		Insurance	
Financial statements		Accident reports	7
Annual	Permanent	Fire inspection reports	7
Interim	3	Group disability records	7
Freight bills	3	Insurance policies	Permanent
General journal	Permanent	Safety records	7
General ledger	Permanent	Settled insurance claims	7
Internal work orders	3		
Inventory lists	3	Taxes	
Invoices	3	Tax returns and canceled checks	
Sales & cash register tapes	3	(federal, state and local)	Permanent
Purchases (merchandise)	3	Sales and use tax returns	Permanent
Purchases (permanent assets)	3+	Payroll tax returns	Permanent
Payroll journal	7	Informational returns	Permanent
Pension/profit sharing	Permanent	Tax exemption application	Permanent
Plan and trust agreement	Permanent		
Actuarial reports	Permanent		
IRS approval letter	Permanent		

⁽¹⁾ Unless otherwise noted, all retention periods begin with filing the tax return to which the document applies.

If the statute of limitations concerning a tax year is extended, retention should be extended accordingly.

⁽²⁾ Employee records of exposure to workplace hazards must be retained 30 years after employment.

+ Retention periods begin after termination, expiration, disposal, etc.

Approved by vote of the United Way of Baytown Area board of directors on May 16, 2006.