

First Christian Church (Disciples of Christ)

Document Retention and Destruction Policy

Adopted: 2016

I. Purpose

In accordance with the Sarbanes-Oxley Act and other regulations governing nonprofit corporations, 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 Document Retention and Destruction Policy ("Policy") provides for the systematic review, retention and destruction of documents received or created by the First Christian Church (DOC) (the "Organization") in connection with the transaction of its 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. 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 Organization's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

The Organization 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

Incorporation, reorganization corporate governance, and tax-exempt status records	Permanent
---	-----------

Accounting and Bank Records

Annual financial statements and audits	Permanent
General ledger and journal	Permanent
A/P documentation and vendor files	7 years
Cash receipts	7 years
Bank statements and reconciliation	7 years

Corporate Tax Records

Federal, state, and local tax returns (non-payroll)	Permanent
Form 1099s	7 years

Payroll and Employment Tax Records

Payroll registers and tax returns	Permanent
W-2 statements`	Permanent

Personnel Records

Individual employee records related to hiring and termination	Permanent
Individual employee records not related to hiring and termination	7 years after termination
Accident reports and worker's compensation records	5 years

Fixed Asset Records

Land and buildings documentation	Permanent
Equipment documentation	7 years after equipment no longer is use.

Fundraising Records

Donor database records	Permanent
Grant applications and contracts	5 years after completion
Corporate sponsor contracts	5 years after expiration

Legal, Insurance, and Safety Records

Insurance policies	5 years after expiration
Insurance records, claims, accident reports	Permanent
Litigation files	5 years following close of case
Copyright, trademark, and patent registrations	Permanent
Leases	7 years after expiration
General contracts	3 years after expiration

III. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made on-line, 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 email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Such electronic documents and records will be backed up at least once a month, and backup files will be maintained off-site. Backup and recovery methods will be tested on a regular basis.

IV. Emergency Planning

The Organization's records will be stored in a safe, secure and accessible manner. Documents and financial files, including archived email messages, that are essential to keeping the Organization

operating in an emergency will be duplicated, or, in the case of electronic documents and records, backed up electronically, at least once a month and maintained off site.

V. Document Destruction

The Organization's Executive Director 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 or equivalent. 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 any such investigation.

VI. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Organization and its employees and possible disciplinary action against responsible individuals. The Executive Director and the Executive Committee of the Board of Directors or its equivalent will periodically review these procedures with legal counsel and/or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

All employees and any accounting and information technology consultants shall receive a copy of this Policy and are required to acknowledge, in writing, that they have read, understand, and agree to its terms.

VII. Acknowledgment

READ, UNDERSTOOD, AND AGREED:

Employee's/Consultant's Signature

Date: _____