

ADOPTED DECEMBER 1, 2017



## RECORD RETENTION AND DESTRUCTION POLICY

## **Purpose**

This Policy was created to ensure the accurate retention, and timely purging, of Scripture Union records, both paper and electronic.

## **Administration**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention, and disposal schedule for physical records of Scripture Union and the retention and disposal of electronic documents. The Business Manager (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

The Administrator is also authorized to:

- make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for Scripture Union;
- monitor local, state, and federal laws affecting record retention;
- annually review the record retention and disposal program; and
- monitor compliance with this Policy.

## **Suspension of Record Disposal in Event of Litigation or Claims**

In the event Scripture Union is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning Scripture Union or may reasonably be aware of any anticipated litigation against or concerning Scripture Union, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **Applicability**

This Policy applies to all physical and electronic documents and records generated in the course of Scripture Union's operation, including both original documents and reproductions.

To ensure Scripture Union manages the risk associated with legal agreements by providing clear direction to their establishment, and responsibilities of staff entering into legally binding agreements with other parties.

To establish organization-wide policy on contracting, particularly signatory and approval authority, review and recordkeeping.

**Scripture Union**  
**Record Retention and Destruction Policy**  
**Appendix A, Record Retention Schedule**

Types of Records	2 Yrs.	3 Yrs.	7 Yrs.	10 Yrs.	Perm
Budgets	X				
Cash Projection	X				
Employment Applications	X				
Expired Licenses	X				
Bank Deposit Slips		X			
Bank Statements + reconciliations		X			
Bills of Lading		X			
Cancelled Checks (other than payroll taxes)		X			
Cash Register Tapes		X			
Credit Memos		X			
Employee Expense Reports		X			
Expired Bonds & Insurance Policies		X			
Freight Bills		X			
Interim Financial Statements		X			
Internal Work Orders		X			
Inventory Lists		X			
Petty Cash Vouchers		X			
Production and Sales Reports		X			
Purchase Invoices/Supporting Documents		X			
(except for permanent assets)					
Sales Invoices		X			
AR and AP Subsidiary Ledgers			X		
Building and Equipment Cost Records			X		
Cash Accounting Records			X		
Cash Receipts			X		
Collection Records			X		
Disbursements			X		
General Ledgers			X		
Insurance Records/Reports			X		
Leases expired - still in effect			X		X
Maintenance Records			X		
Personnel Records (from when pers. leaves)			X		
Purchase Sales General Journals			X		
Time Cards & Hourly Time Reports			X		
Annual Earnings Records				X	
Payroll Journals				X	
Payroll Tax Checks				X	
Payroll Tax Returns				X	
W-2 and W-4 Forms				X	
Actuarial Reports					X
Annual Financial Statements					X
Auditor Reports					X
By-laws					X
Copyrights					X
Corporate Charter					X
Corporate Tax Returns					X
IRS Approval Letters					X
Legal Agreements					X
Minutes					X
Patents/Trademarks					X
Pension/Profit Sharing Agreements					X
Pension/Profit Sharing Tax Returns					X
(related cancelled checks)					X
Stock Records					X