

Document Retention and Destruction Policies (taken from the National Council of Nonprofit Associations at www.ncna.org)

The North Kansas City Schools Education Foundation will adhere to the following guidelines regarding the retention and destruction of all operational documents and financial and donor records in both hard-copy and electronic formats.

Type of Document	Minimum Requirement
Audit reports (completed by Greater Kansas City Community Foundation)	Permanently
Check requests (for important payments and purchases)	Permanently
Check requests (other)	7 years
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with donors and vendors)	2 years
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employee payroll deduction form copies (originals given to district payroll department)	Permanently
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Financial statements (issued quarterly)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Invoices (from vendors)	7 years
Minutes, rules of procedure and policies	Permanently
Payroll timesheets, records and summaries	7 years
Personnel files	7 years
Timesheets and withholding tax statements	7 years
990 returns and worksheets	Permanently