

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