

**SAN BRUNO COMMUNITY FOUNDATION
DOCUMENT RETENTION AND DESTRUCTION POLICY**

Adopted April 6, 2016

I. PURPOSE

The purposes of this Document Retention and Destruction Policy of The San Bruno Community Foundation (the “Foundation”) are to: (1) facilitate compliance with applicable laws, and (2) promote the appropriate retention, maintenance, and destruction of organizational documents and records. This Policy covers all records and documents, regardless of physical form.

II. GENERAL GUIDELINES

The law requires the Foundation to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods of time could subject employees, consultants, and the Foundation to penalties, fines, and/or sanctions, and otherwise seriously disadvantage or harm the Foundation.

Records should not be kept if they are no longer required to be kept by law and are no longer of practical advantage or use to the Foundation, and such records should be eliminated from the files in a timely manner. Questions regarding the retention or destruction of records or documents should be directed to the Executive Director.

III. DOCUMENT RETENTION

The Foundation 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.

While the schedule stated below establishes minimum retention periods, the retention of the records identified and of records in general should be based primarily on consideration of the general guidelines affecting document retention identified above, as well on as the exception for documents relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation and any other pertinent factors. The following policies and guidelines set forth below may not contain all of the records the Organization may be required to retain in the future.

Corporate Documents

Governing documents, including the Foundation’s articles of incorporation, bylaws, and conflict of interest policy	Permanent
Jurisdictional (e.g., state) charity registrations and registration renewals	10 years

Board Minutes and Materials

Minutes (including resolutions passed), agendas, and packets for meetings of the Board of Directors	Permanent
Minutes, agendas, and packets for meetings of Committees subject to the Brown Act	Permanent

Corporate Tax Records

Applications for tax exemption (e.g., Form 1023, Form 3500) and determination letters from the Internal Revenue Service and Franchise Tax Board	Permanent
Federal, state, and local tax returns (non-payroll)	Permanent
Form 1099s	7 years

Employment/Personnel Records

Employment applications	3 years
Retirement and pension records	Permanent
Other employment and personnel records	7 years after termination of relevant employee

Payroll and Employment Tax Records

Payroll registers and tax returns	Permanent
W-2 statements	Permanent

Accounting and Bank Records

Annual financial statements and audits	Permanent
General ledger and journal	Permanent
A/P documentation and vendor files	10 years
Cash receipts	10 years
Bank statements and reconciliation	10 years

Fixed Asset Records

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

Program Records

Scholarships and Community Grants Programs: Program applications for non-recipients	4 years after funding period ended
Scholarships and Community Grants Programs: Program recipient documentation and files	10 years after funding period ended
Strategic Grants: Program recipient documentation and files	Permanent
List of all program recipients	Permanent
List of all program applications	Permanent

Marketing Documents/Press Releases

Press releases and publicly filed documents	Permanent
Final copies of marketing documents	3 years

Legal, Insurance, and Safety Records

Insurance policies, records, claims, accident reports	Permanent
Litigation files	5 years following close of case
Copyright, trademark, and patent registrations	Permanent
Contracts	Permanent

IV. ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files 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. All other email messages shall follow a retention schedule of 90 days.

Such electronic documents and records will be backed up at least once a month, and backup files will be maintained offsite. Backup and recovery methods will be tested on a regular basis.

V. EMERGENCY PLANNING

The Foundation’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 Foundation 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.

VI. DOCUMENT DESTRUCTION

The Foundation’s Executive Director is responsible for the ongoing process of identifying records that have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

VII. LITIGATION, AUDIT, AND INVESTIGATION EXCEPTION

If an employee or consultant believes, or the Foundation informs an employee or consultant, that any of the Foundation’s records are relevant to any pending, threatened, or otherwise reasonably foreseeable litigation, audit, or investigation, then the employee or consultant must preserve those records until it is determined and the employee or consultant is informed by the Foundation that it is no longer necessary to preserve such records. This exception supersedes any previously or subsequently established destruction schedule for such records.

VIII. COMPLIANCE

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

All employees and any program, accounting, and information technology consultants shall receive a copy of this Policy.