

**Winthrop University Foundation
Records Retention and Document Destruction Schedule**

Category of Records	Description of Records	Retention Period	Method of Disposition
Corporation Records/Governance	Articles of Incorporation	Permanent	N/A
	Board Meeting and Board Committee Minutes	Permanent	N/A
	Board Policies/Resolutions	Permanent	N/A
	Bylaws	Permanent	N/A
	IRS Determination Letter	Permanent	N/A
Financial	Annual Audits and Financial Statements	Permanent	N/A
	IRS Form 990 and 990T Tax Returns	Permanent	N/A
	Depreciation Schedules	Permanent	N/A
	General Ledgers	Permanent	N/A
	Notes Receivable	Permanent	N/A
	Property records	Permanent	N/A
	Unclaimed Property Reports	Permanent	N/A
	Investment Statements	Permanent	N/A
	IRS Forms 1099	7 years	Shred at the end of retention period
	Journal Entries	7 years	Shred at the end of retention period
	Check Register	7 years	Shred at the end of retention period
	Expense Records	7 years	Shred at the end of retention period
	Invoices	7 years	Shred at the end of retention period
	Invoices for payments to vendors, employees	7 years	Shred at the end of retention period
	Bank statements and reconciliations	7 years	Shred at the end of retention period
	EFT documents	7 years	Shred at the end of retention period
Sales Records (box office, concessions)	5 years	Shred at the end of retention period	
Petty Cash vouchers	3 years	Shred at the end of retention period	
Credit Card receipts	3 years	Shred at the end of retention period	
Donor Records	Memorandums of Agreement with Donors	Permanent	N/A
	Acknowledgement Letters	7 years	Shred at the end of retention period
	Donor Records	7 years	Shred at the end of retention period
Employee Records	Employment and Termination Agreements	Permanent	N/A
	Records Relating to Promotion, Demotion, or Discharge	5 years after termination	Shred at the end of retention period
	Accident Reports and Worker's Compensation Records	3 years	Shred at the end of retention period
	Employment Applications	2 years	Shred at the end of retention period
	Time Cards	5 years	Shred at the end of retention period
Legal & Insurance	Appraisals	Permanent	N/A
	Environmental Studies	Permanent	N/A
	Real Estate Documents	Permanent	N/A
	Stock and Bond Records	Permanent	N/A
	Leases	6 years after expiration	Shred at the end of retention period
	OSHA Documents	5 years	Shred at the end of retention period
	General Contracts	3 years after termination	Shred at the end of retention period
	Property Insurance Policies	Life of Policy	Shred at the end of retention period
Liability Insurance Policies	Life of Policy	Shred at the end of retention period	
Paper or Electronic Correspondence	Paper or Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types above will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, it should be printed or moved to an "archive" folder.		