

LONG ISLAND CARES, INC.
DOCUMENT RETENTION POLICY

Permanent Retention

- Accountant audit reports
- Cancelled checks for important payments such as property purchase
- Charter of incorporation and corporate by-laws
- Deeds, mortgages, and important bills of sale
- Financial statements for year-end
- Fixed asset and depreciation schedules
- Legal and other important correspondence
- Minutes of Board of Directors meetings
- Pension and retirement records
- Property appraisals, blueprints, plans, and records
- Tax-exempt 501(c)(3) certification

Seven Years Retention (7 Years + Current Year)

Dispose (D) / Shred (S)

- | | |
|--|---|
| • Accident reports and claims for settled cases | D |
| • Accounts receivable/payable ledgers and schedules | D |
| • Agency profile, support, and evaluation records | D |
| • Contracts that have expired | D |
| • Distribution and inventory records | D |
| • General ledger, subsidiary ledgers, and journals | D |
| • Government agency audits, reports, and correspondence | D |
| • Grants and foundation/corporation restricted donations | D |
| • Invoices from vendors and payment vouchers | D |
| • Payroll records | S |
| • Personnel records of former employees | S |
| • Purchase orders and requisitions | D |
| • Tax returns, payments, and withholding records | S |
| • Time sheets and time cards | D |
| • Vouchers for government agency reimbursements | D |

Three Years Retention (3 Years + Current Year)

Dispose (D) / Shred (S)

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|--|---|
| • Bank statements and reconciliations | S |
| • Cancelled checks for routine payments | S |
| • Contributions and fund raising records * | D |
| • Employee benefit plans that have expired | D |
| • Insurance policies that have expired | D |
| • Internal analysis and reporting | D |
| • Invoices to agencies | D |

One Year Retention (1 Year + Current Year)

Dispose (D) / Shred (S)

- | | |
|---|-----------------|
| • General correspondence and routine office paperwork | D/S (as needed) |
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* Except for handwritten credit card transaction forms – shred these after 60 days.