

Ohio River Trail Council Document Destruction & Retention Policy

Document Destruction Policy

The Ohio River Trail Council (ORTC) acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against The ORTC and its employees and possible disciplinary action against the responsible individuals including termination of employment. Each employee has an obligation to contact the Chief Executive Officer or the Executive Chairmen of the Board of Directors of a potential or actual litigation, external audit, investigation or similar proceeding involving ORTC that may have an impact as well on the approved records retention schedule.

This policy specifies how ORTC documents, including hardcopy, online or other media should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records	Permanent
Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
Letter of Determination granting tax-exempt and/or charitable status	Permanent
By Laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
Financial Records	Permanent
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	7 years
General Ledger	7 years
Check registers/books	7 years
Business expenses documents	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Donor records	7 years
Grant contracts and applications	7 years
Payroll Records	7 years
Grant applications, if denied	3 years
Property/asset inventories	3 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

