

## INTERNATIONAL CLIENT COUNSELING COMPETITION

### DOCUMENT RETENTION POLICY

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the ICCC's documents and records.

The ICCC's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- A. Paper documents indicated under the terms for retention in the following section and that **MUST** be retained in physical form will be transferred and maintained by the ICCC's corporate treasurer (for financial documents) or corporate secretary (for all other records) as applicable, provided that such transfer includes a notation with the documents as to the date on which they may be destroyed.
- B. Paper documents indicated below which do not have to be retained in physical form shall be converted into electronic form via scan to .pdf format and stored as an electronic document as set out below. Upon confirmation that the document has been thus secured, the document shall thereafter be promptly destroyed.
- C. Electronic documents indicated under the terms for retention in the following section will be transferred to a cloud-based digital storage chosen and maintained by the Secretary. Once the Secretary has confirmed receipt of the documents and that they have been successfully saved to the Cloud, electronic documents (other than general email correspondence) should be promptly removed from any personal devices on which they may have been stored even temporarily.
- D. **No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified).**
- E. **No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).** This includes all records of donations and other financial transactions.

Documents should, where possible, contain a notation indicating the date upon which they may be destroyed, pursuant to the minimum requirements listed below, or any particular requirements imposed on the document, whichever is longer.

#### ***Record Retention***

The following table\* indicates the minimum requirements for document retention. In the event state or federal law changes and conflicts with the table below, the Secretary shall be individually empowered to make necessary changes to this Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements and should be considered.

Type of Document	Minimum Requirement	Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years	Year-end financial statements	Permanently
Audit reports	Permanently	Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Bank reconciliations	2 years	Internal audit reports	Permanently
Bank statements	3 years	Inventory records for products, materials, and supplies	3 years
Checks (for important payments and purchases)	Permanently	Invoices (to customers, from vendors)	7 years
Contracts, mortgages, notes, and leases (expired)	7 years	Minute books, bylaws, and charter	Permanently
Contracts (still in effect)	Contract period	Patents and related papers	Permanently
Correspondence (general)	5 years	Payroll records and summaries	7 years
Correspondence (legal and important matters)	Permanently	Personnel files (terminated employees)	7 years
Correspondence (with customers and vendors)	5 years	Retirement and pension records	Permanently
Deeds, mortgages, and bills of sale	Permanently	Tax returns and worksheets	Permanently
Depreciation schedules	Permanently	Timesheets	7 years
Duplicate deposit slips	2 years	Trademark registrations and copyrights	Permanently
Employment applications	3 years	Withholding tax statements	7 years
Expense analyses/expense distribution schedules	7 years		