



## **Record Retention and Destruction Policy**

### **1) Purpose**

The purpose of this Policy is to ensure that necessary records and documents of The Hundred Club of DuPage County are adequately protected and maintained and to ensure that records that are no longer needed by The Hundred Club of DuPage County or are of no value are discarded at the proper time. This Policy is also for aiding officers and employees of Hundred Club of DuPage County in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

### **2) Policy**

This Policy represents The Hundred Club of DuPage County's policy regarding the retention and disposal of records and the retention and disposal of records and the retention and disposal of electronic documents.

### **3) Administration**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Hundred Club of DuPage County and the retention and disposal of electronic documents. The Corporate Secretary (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it complies with local, state and federal laws and includes the appropriate document and record categories for The Hundred Club of DuPage County; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

### **4) Suspension of Record Disposal in Event of Litigation or Claims**

In the event The Hundred Club of DuPage County is served with any subpoena or request for documents or any officer or employee becomes aware of a governmental investigation or audit concerning The Hundred Club of DuPage County or the commencement of any litigation against or concerning The Hundred Club of DuPage County, such employee shall inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

**5) Applicability**

This Policy applies to all physical records generated during The Hundred Club of DuPage County operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of The Hundred Club of DuPage County on \_\_\_\_\_  
February 8, 2017

## Appendix A - Record Retention Schedule

The Record Retention Schedule is organized as follows:

### Section Topic

A. Accounting and Finance	J. Payroll Documents
B. Contracts	K. Pension Documents
C. Corporate Records	L. Personnel Records
D. Correspondence and Internal Memoranda	M. Property Records
E. Electronic Documents	N. Tax Records
F. Grant Records	O. Contribution Records
G. Insurance Records	P. Programs & Services Records
H. Legal Files and Papers	Q. Fiscal Sponsor Project Records
I. Miscellaneous	

### A.

### Accounting and Finance

#### *Record Type*

#### *Retention Period*

Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sales of investment

***Record Type***

***Retention Period***

Credit card records (documents showing  
Customer credit card number)

2 years

1. Credit card record retention and destruction

A credit card may be used to pay for Hundred Club of DuPage County products and services.

All records showing donor credit card number must be locked in a desk drawer or a file cabinet when not in immediate use.

If it is determined that information on a document, which contains credit card information, is necessary for retention beyond 2 years, then the credit card number will be cut out of the document.

**B. Contracts**

***Record Type***

***Retention Period***

Contracts and Related Correspondence  
(including any proposal that resulted in the  
contract and all other supportive documentation)

7 years after expiration or termination

**C. Corporate Records**

Corporate Records (minute books, signed minutes  
of the Board and all committees, corporate seals,  
articles of incorporation, bylaws, annual  
corporate reports)

Permanent

Licenses and Permits

Permanent