

UNITED WAY OF THE SOUTHERN TIER
Document Retention Policy

It is the policy of the United Way of the Southern Tier (UWST) to comply with all New York State and Federal Law, including the Sarbanes Oxley Act, as they pertain to document retention. The following table reflects both legal requirements and UWST's current policy. If an official investigation is underway or even suspected, staff must stop any document purging to avoid criminal obstruction charges. Failure to do so may result in immediate termination of employment.

Category/Type of Document	Minimum Requirement	UWST Policy (current)	Where Stored
Corporate Records			
❖ Articles of Incorporation, by-laws registrations to do business	Permanent	Permanent	Finance Office
❖ Minutes of Standing Committees or other committees	Permanent	Permanent	Storage Room
❖ Annual Reports	Permanent	Permanent	Storage Room
❖ Deeds, leases, easement, mortgages & other real property documents	Permanent	Permanent	Storage Room
❖ Insurance policies & correspondences with insurance brokers	3 Years	3 years	Finance Office
❖ Patent, trademarks, service marks & copyrights	Permanent	Permanent	Finance Office
Legal Records			
❖ Consent Decrees, administrative decrees, final orders, judgments & settlement agreements	Permanent	Permanent	Finance Office
❖ Requests for information	3 years after resolved	3 years after resolved	Finance Office
❖ Notice or demand letters	5 years after resolved	5 years after resolved	Finance Office
❖ Notices of violations/citations/complaints	5 years after resolved	5 years after resolved	Finance Office
❖ Records that relate to ongoing or threatened litigation or other proceedings	Permanent	Permanent	Finance Office
Tax Records			
❖ Tax-exemption application	Permanent	Permanent	Finance Office
❖ Information Returns (form 990's)	6 years after filing date	6 years after filing date	Finance Office
❖ New York filings	6 years after filing date	6 years after filing date	Finance Office
❖ Documents, including workpapers, establishing or	6 years after filing date	6 years after filing date	Finance Office

calculating any federal or state taxes			
Accounting & Financial Records			
<ul style="list-style-type: none"> ❖ Audited financial statements ❖ All ledgers, accounts payable and receivables schedules and other similar documents ❖ Bank Records ❖ Checks for important purchases ❖ Expense Accounts ❖ Investment records & reports ❖ Management & treasurer's reports including <ul style="list-style-type: none"> ❖ Monthly ❖ year-end statements ❖ Contracts, mortgages, notes & leases ❖ Contracts still in effect ❖ Payroll registers ❖ Invoices & purchase orders ❖ Inventories & software licenses 	Permanent 7 years & current 3 years & current 7 years 6 years & current 6 years & current 1 year & current 3 years 7 years from completion Permanent 7 years 5 years 5 years	Permanent 7 years & current 3 years and current 7 years 6 years & current 6 years & current 1 year & current 3 years 7 years from completion Permanent 7 years 5 years 5 years	Storage Room Storage Room Storage Room Storage Room Finance Office Finance Office Finance Office Finance Office Finance Office Finance Office Storage Room Storage Room Finance Office
Pension Records			
<ul style="list-style-type: none"> ❖ Pension Plans & amendments ❖ Eligible retiree & beneficiary records ❖ Records of payments to employee plans 	Permanent Permanent 5 years after death	Permanent Permanent 5 years after death	Finance Office Finance Office Finance Office
Personnel Records			
<ul style="list-style-type: none"> ❖ Applications (non-employees) ❖ Individual personnel files ❖ Training manual, educational materials & posted legal notices 	3 years 3 years after departure Until superseded	3 years 3 years after departure Until superseded	Finance Office Finance Office Various locations
Legislative & other Materials			
<ul style="list-style-type: none"> ❖ Federal or state lobbying reports 	5 years	We currently do not have any	N/A
Accident Reports	3 Years	3 years	Finance Office
Correspondences			
<ul style="list-style-type: none"> ❖ General ❖ Legal & other important matters ❖ With customers & vendors 	2 years Permanent 2 years	2 years Permanent 2 years	Finance Office Finance Office Storage Room
Electronic Backup			
<ul style="list-style-type: none"> ❖ Campaign Data Base ❖ E-mail ❖ User files developed using MS Office Suite 		2 years Will maintain rotating daily backup tapes for each day of the month and a permanent end of month tape.	Computer Room for daily tapes; Finance Office for permanent end of month tapes.
<ul style="list-style-type: none"> ❖ Retained Records @ Rollover 		5 years	Finance Office