



Drop in the Bucket

Document Retention and Destruction Policy

Purpose

This Document Retention and Destruction Policy ensures compliance with applicable laws and promotes ethical and transparent management of records. It outlines the responsibilities for retaining, storing, and destroying documents in alignment with Drop in the Bucket's operational and legal requirements.

Scope

This policy applies to all records, whether in physical or electronic format, created, received, or maintained by Drop in the Bucket.

Retention Periods

1. Corporate Records

- Articles of Incorporation, Bylaws, and IRS Determination Letters: Permanent
- Board Meeting Minutes and Resolutions: Permanent

2. Financial Records

- Audited Financial Statements: Permanent (if applicable)
- Annual Budgets: 7 years
- Bank Statements and Canceled Checks: 7 years
- Payroll Records: 7 years

3. Tax Records

- IRS Form 990 and Schedules: Permanent
- State and Federal Tax Returns: Permanent
- Tax-Exemption Documents: Permanent

4. Grant Records

- Grant Applications and Final Reports: 7 years after completion
- Documentation of Expenditures: 7 years after grant period ends

5. Legal and Insurance Records

- Contracts, Leases, and Agreements: 7 years after expiration



- Insurance Policies: Permanent
- Legal Correspondence: 7 years after resolution

6. Program and Operational Records

- Reports and Publications: Permanent
- Donor Records: 7 years after last donation
- Volunteer Agreements and Records: 3 years after last activity

7. Human Resources Records

- Employee Personnel Files: 7 years after termination
- Job Applications: 3 years after application
- Timesheets: 7 years

Destruction Guidelines

Drop in the Bucket periodically reviews records to ensure compliance with this policy. Documents exceeding the retention period will be securely destroyed unless subject to a legal hold.

1. Physical Documents: Shredding or incineration
2. Electronic Records: Permanent deletion and overwriting

Suspension of Destruction

Destruction is suspended for any records relevant to ongoing or anticipated litigation, audits, or investigations.

Audits and Reviews

Organizations raising under \$1 million annually are not required to carry out independent audits. However, Drop in the Bucket may opt to conduct financial reviews or audits as needed to maintain accountability and transparency. Records related to such reviews will be retained permanently.



Responsibility

The Executive Director and the President oversee the implementation and adherence to this policy, ensuring staff are trained and informed about their obligations.

Policy Review

This policy is reviewed annually by the Board of Directors to ensure it reflects current legal requirements and organizational practices.