

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: OPERATIONS
	TITLE: 800 – DOCUMENT DESTRUCTION AND RETENTION
	ADOPTED: September 1, 2009
	REVISED: January 8, 2013

Policy	In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the Seven Generations Charter School (“SGCS” or “the School”) in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate the School’s operations by promoting efficiency and freeing up valuable storage space.																																						
Delegation of Responsibility	The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy																																						
Guidelines	<p>Electronic documents will be retained as if they were paper documents. <i>The School maintains and destroys records according to the following schedule:</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Audit report; Annual Audited Financial Statements</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Annual Reports</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Articles of Incorporation</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Board Meeting and Board Committee Minutes</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Board Policies/Resolutions</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Bylaws</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Construction Documents</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Fixed Asset Records</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">IRS Application for Tax-Exempt Status (Form 1023)</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">IRS Determination Letter</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">State Sales Tax Exemption Letter</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Contracts</td> <td style="text-align: right;">7 years (after expiration)</td> </tr> <tr> <td style="padding-left: 20px;">Correspondence (general)</td> <td style="text-align: right;">3 years</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;"><i>Accounting and Corporate Tax Records</i></td> </tr> <tr> <td style="padding-left: 20px;">Annual Audits and Financial Statements</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Depreciation Schedules</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">General Ledgers</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">IRS 990 Tax Returns</td> <td style="text-align: right;">Permanent</td> </tr> <tr> <td style="padding-left: 20px;">Business Expense Records</td> <td style="text-align: right;">3 years</td> </tr> </table>	Audit report; Annual Audited Financial Statements	Permanent	Annual Reports	Permanent	Articles of Incorporation	Permanent	Board Meeting and Board Committee Minutes	Permanent	Board Policies/Resolutions	Permanent	Bylaws	Permanent	Construction Documents	Permanent	Fixed Asset Records	Permanent	IRS Application for Tax-Exempt Status (Form 1023)	Permanent	IRS Determination Letter	Permanent	State Sales Tax Exemption Letter	Permanent	Contracts	7 years (after expiration)	Correspondence (general)	3 years	<i>Accounting and Corporate Tax Records</i>		Annual Audits and Financial Statements	Permanent	Depreciation Schedules	Permanent	General Ledgers	Permanent	IRS 990 Tax Returns	Permanent	Business Expense Records	3 years
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IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
<i>Bank Records</i>	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliations	7 years
Electronic Fund Transfer Documents	7 years
<i>Payroll and Employment Tax Records</i>	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
<i>Employee Records</i>	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records relating to Promotion, Demotion or Discharge	7 years (after termination)
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years (after termination)
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years (after completion)
<i>Legal, Insurance and Safety Records</i>	
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years (after expiration)
OSHA Documents	5 years
General Contracts	3 years (after termination)

References	School Code – 24 P.S. Sec. 433, 518 Right-to-Know Law – 65 P.S. Sec 67.101 et seq. Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g Federal Rules of Civil Procedure – 16, 26, 34, 37, 45
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