



DOCUMENT RETENTION POLICY

This policy is intended as a guideline for retention of records rather than a comprehensive list of all types of records the Foundation might have. In addition, some individual records within a given category will have more significance than others, depending on the circumstances, and may warrant attention beyond the time period indicated below. Records may be kept electronically or in hard copy form at the discretion of the Executive Director.

Legal Holds

In the event of a pending, threatened or otherwise reasonably foreseeable litigation, audit, government investigation or similar proceeding, the Executive Director, President or Chief Financial Officer may issue a notice, known as a Legal Hold, suspending the destruction of records. No records specified in any Legal Hold may be destroyed, even if the scheduled destruction date has passed, until the hold is withdrawn in writing by the ED, President or CFO.

Central Kansas Community Foundation takes very seriously its obligations to preserve information relating to litigation, audits, and investigations. It is a federal offense to destroy, alter or mutilate any record that is under federal investigation. The consequences of doing so can be serious including possible criminal and civil sanctions. Every employee has an obligation to contact the Executive Director (or Chairman of the Board of Directors, depending on the circumstances) immediately in the event the employee obtains knowledge of any potential or actual litigation, external audit, investigations, or similar proceedings involving Central Kansas Community Foundation.

Category of File	Item	Retention Period (Legal Purposes)	Retention Period (Business Purposes)
Corporate Records			
	Articles of Incorporation	Permanent	Permanent
	Bylaws	Permanent	Permanent
	Board meeting agendas & materials	Permanent	Permanent
	Board and committee meeting minutes	Permanent	Permanent
	Conflict of Interest Nondisclosure Statements	7 years	7 years
Network			
	Microsoft Cloud Based Storage	Cloud Storage Permanent	Cloud Storage Permanent
	Electronic copy of network on C Drive of each Computer	Staff Responsible Only Non-Essential Items	Staff Responsible Only Non-Essential Items

Finance			
GH*	Accounting records – paper	7 years	7 years
	Audit, audit management letter, annual report	Permanent	Permanent
GH*	Bank statements with cancelled checks and deposit tickets with supporting documents	7 years	7 years
	Contracts and agreements	7 years after all obligations end	Permanent
	Correspondence – general	7 years	7 years
	Equipment files & maintenance records	7 years after disposition	7 years after disposition
	<i>Insurance files:</i>		
Electronic	Policies	7 years	Permanent
	Accident reports, if applicable	7 years	7 years
	Insurance claims, if applicable	7 years after end of benefits	7 years
Investments			
	Annual Investment performance reports	7 years	Permanent
	Investment manager correspondence	7 years	7 years
	Investment manager contracts	7 years after all obligations end	7 years after all obligations end
Real Estate			
Electronic	Leases and legal binder for properties used for charitable purposes	7 years after all obligations end	7 years after all obligations end
	Deeds, mortgages, notes, security agreements for real estate held for sale	Permanent – in donor file	Permanent – in donor file
Regulatory			
Electronic	Tax returns	Permanent	Permanent
	IRS exemption determination & related correspondence	Permanent	Permanent
	Correspondence with legal counsel regulators, accountants, not otherwise listed	7 years after return is filed	Permanent
	State registrations	Permanent	Permanent
Philanthropic Services			
Electronic	Fund agreements and fund files	Permanent	Permanent
	Fund correspondence relating to terms of the fund	Permanent	Permanent
	Gift acknowledgments	7 years	7 years
	Gift solicitation	7 years after final distribution of	Permanent

		funds received in response to solicitation	
	Trust agreements and files	7 years after termination of trust	Permanent
Communications			
	Annual reports	7 years	Permanent
	Other publications	7 years	Permanent
	Photos	7 years	Permanent
	Press clippings and releases	7 years	Permanent
	Research reports/surveys	n/a	7 years
Grants			
GH* (grant payment)	Approved grants – all documentation supporting grant payment, including applications, recommendations, due diligence, grant agreement letters and grant transmittal letters. Post grant reporting information, outcome analysis.	7 years after completion of funded program, or date of grant if general operating support	Permanent in electronic format
	Declined and/or withdrawn grant applications	7 years	7 years
	Records from committees, including minutes, if any and lists of grants recommended for approval	Permanent	Permanent
	Scholarship grant records, including applications if CKCF participates in selection desires	7 years	Permanent in electronic format
Human Resources			
Electronic	Payroll records including W-2 and 1099 forms	7 years	7 years
	Personnel files	7 years	7 years
	Employee manual	Permanent	Permanent
	Employee and Board orientation and training materials	7 years after use ends	7 years after use ends
	Workers comp claims (after settlement)	7 years	7 years
	Consultant's contracts	7 years	Permanent
Technology			
Electronic	Software including licenses and support agreements	7 years after all obligations end	7 years after all obligations end

Periodic Destruction

Documents from the preceding list will periodically be destroyed after the time requirement has been met. In each case, records should be retained for the longer of the periods specified in the “Legal Purposes” and the “Business Purposes” columns. The CFO will be responsible for this schedule.

*GH – Greater Horizons provided back office support from 2010 through December 2019. Various items above are retained by GH due to their accounting role for that period of time. As of January 2020 our records will be maintained in-house, following manner of hard-copy or electronic as identified above.