



## **CHILD CARE RESOURCES RECORD RETENTION POLICY**

### **Reason for Policy/Purpose**

Child Care Resources is committed to effective records retention. CCR is subject to numerous record retention requirements that are required by Federal and state regulations. The agency requires that financial, personnel and operational records be maintained in a consistent and logical manner and be retained in such a manner so that the agency:

1. Meets legal standards for protection, storage and retrieval;
2. Protects the privacy of all staff and clients of the agency;
3. Optimizes the use of space;
4. Minimizes the cost of record retention;
5. Destroys outdated records in a proper manner.

### **Responsibilities**

Staff that maintain the agency's records are responsible for establishing appropriate record retention management practices. Each team leader (Director or Chief) or designee must:

1. Implement the agency's record management practices;
2. Ensure that these management practices are consistent with this policy;
3. Educate staff within the department in understanding sound record management practices;
4. Ensure that access to confidential records and information is restricted;
5. Destroy inactive records that have no value upon passage of the applicable retention period; and
6. Ensure that records are destroyed in a manner that is appropriate for the type of records and information involved. The management team and all project managers are responsible for insuring appropriate record retention management practices are being utilized

### **Confidentiality Requirement**

Many records subject to record retention requirements contain confidential information (non-public information including, but not limited to, name address, social security number, bank account numbers, and financial information). Such records are private and

are protected by a number of pieces of legislation. In addition to the retention requirements, any record that contains confidential information should be considered confidential and treated in accordance with the agency's privacy policies.

### **Disposal and Destruction of Records**

If you have determined that it is appropriate to dispose of certain records, destroy them in one of the following ways:

1. Recycle non-confidential paper records;
2. Shred or otherwise render unreadable confidential paper records; or
3. Erase or destroy electronically stored data

A system should be in place to insure regular monitoring to identify items eligible for disposal are destroyed in a timely manner.

### **Procedures and Retention Periods**

This table will identify the types of documents and the length of retention required.

<b>Type of Document</b>	<b>Disposition</b>	<b>Responsible Staff</b>
<b>I. Corporate/Organizational Records:</b>		
Incorporation documents including articles of incorporation, bylaws, and related documents	Permanent	Chief Financial Officer (CFO)
Tax-exemption documents including application for tax exemption (IRS determination 1023), IRS determination letter, and any related documents	Permanent	CFO
Meeting/board documents including agendas, minutes and related documents	Permanent	CFO
<b>II. Financial Records:</b>		
Year end Treasurer's financial report/statement	Permanent	CFO
Treasurer's reports, periodic	Three Years	CFO
Bank statements, canceled checks, check registers, investment statements, and related documents.	Seven Years	CFO

<b>Type of Document</b>	<b>Disposition</b>	<b>Responsible Staff</b>
Annual information returns (IRS Forms 990)	Seven Years (three most recent years returns must be kept in the main office and be made available for public inspection upon request.)	CFO
<b>III. Accounting:</b>		
Accounts payable documents (invoices, expense reports, payment requests, ledgers, unemployment compensation insurance, etc)	Seven years	CFO
Accounts Receivable (cash journals, grant billings, receipts, etc)	Seven years	CFO
Capital Property (acquisitions, fixed assets, depreciation schedules, etc.)	Seven Years	CFO
General accounting (journals, book of accounts, balance sheets, accounting procedures, etc.)	Seven years	CFO
Procurement records	Seven years	CFO
Audit Reports	Permanent	CFO
Donations	Seven years	CFO
<b>IV. Personnel Records</b>		
Applications/Resumes of those not hired	One year	Chief Program Officer (CPO)
Employee Personnel File including resume, I-9, performance evaluations, insurance applications, etc.)	Six years after termination, unless there is litigation and then permanent	CPO
Payroll Records (payroll checks, payroll history, payroll records, etc)	Five years	CFO

<b>Type of Document</b>	<b>Disposition</b>	<b>Responsible Staff</b>
<b>V. Legal</b>		
Contracts, general contract compliance, documentation, program audits, etc.	Seven years	CFO
Leases	Seven years after last action	CFO
Inventory Records	Seven years	CFO
<b>VI. Client Records</b>		
All client records (including but not limited to client Intakes/Scholarship Applications (paper or electronic)) and other grant related documentation that is required for billing purposes and proof of services rendered.	Seven Years	Director of Parent or Provider Services

### **Electronic Records Retention**

Electronic documents include email, web pages, word processing files, computer databases, and virtually anything that is stored on a computer. The same rules of retention and responsible staff that govern paper documents will govern electronic documents of any type.