

INTERNATIONAL CHILDREN'S HEART FOUNDATION RECORD RETENTION POLICY

The International Children's Heart Foundation (ICHF) takes seriously its obligations to preserve important information and documents.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records ICHF may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

File Category	Item	Retention Period	
Corporate Records	Bylaws and Articles of Incorporation	Permanent	
	Corporate resolutions	Permanent	
	Board and committee meeting agendas and minutes	Permanent	
	Conflict-of-interest disclosure forms	4 years	
Finance and Administration	Financial statements (audited)	7 years	
	Auditor management letters	7 years	
	Payroll records	7 years	
	Check register and checks	7 years	
	Bank deposits and statements	7 years	
	Chart of accounts	7 years	
	General ledgers and journals (includes bank reconciliations)	7 years	
	Investment performance reports	7 years	
	Equipment records	7 years after disposition	
	Contracts and agreements	7 years after expiration	
	Donor gift records	7 years	
	General correspondence	3 years	
Insurance Records	Policies	Permanent	
	Accident reports	7 years	

	Safety (OSHA) reports	7 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
Real Estate	Deeds	Permanent
	Leases	7 years after end
	Mortgages, security agreements	7 years after end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Charitable registration statements	7 years
Human Resources	Employee personnel files	Permanent
	Retirement plans	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	3 years
	IRS Form I-9	7 years
	Withholding tax statements	7 years
Technology	Software licenses and support agreements	7 years after all obligations end

Electronic Documents and Records

Electronic documents will generally be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

ICHF's records will be stored in a safe, secure, and accessible manner. Essential files be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The Executive Director is responsible for the ongoing process of identifying its records which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by confidential shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

(3/2014)