



## NEW DAY FOUNDATION FOR FAMILIES RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

New Day Foundation for Families (“New Day”) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

New Day shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department agency of the United States...or in relation to or contemplation of such matter or case” If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, New Day has the following document retention policy:

Type of Document	Retention Period
Accounts receivable and payable ledgers and schedules	7 years
Annual audited financial statements, audit reports, general ledgers, internal audit reports, trial balance journals	Permanently
Articles of Incorporation, Bylaws, Minutes and other incorporation records	Permanently
Bank reconciliation	3 years
Bank statements, deposit record, electronic transfer documents and cancelled checks	7 years
Contracts and leases	7 years
Correspondence (general)	3 years
Correspondence (legal and important matters)	5 years
Correspondence (with vendors)	2 years
Depreciation schedules	7 years
Employment applications	3 years
Insurance policies, records, current accident reports, claims	7 years
Personnel files (employment, compensation, etc.	7 years
Invoices	7 years