

SOP # 8 Revision: 11- 2015/3-.23-16
Effective Date: 3-16-2011

Prepared by: Bylaws/Policies & Procedures Comm.
Approved by: Board of Directors

Title: **SANTA ROSA PLATEAU FOUNDATION (SRPF) - DOCUMENT RETENTION**

Policy: Written documents including any e-mail and voice mail communication sent as an inclusive instruction (as referred to in Internal Communications Policy and Procedure, Section 2.2) to the entire Board will be retained in accordance with national and state charitable laws. Any SRPF records kept on Officer's or Executive Director's personal computers will be regularly backed up on a disc or to an SRPF designated internet data storage site. If discs are used, they will be delivered to the Santa Rosa Plateau Foundation's office for filing and storage. All permitted document destruction shall be halted if the SRPF is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or of the Board President.

Purpose: To assure compliance with all laws regarding document retention. California non-profit corporation law sets the statute of limitations at ten (10) years for the Attorney General to bring action for breach of charitable trust.

Scope: Each document to be retained according to the law will be enumerated in this policy and the location of each document will be stated.

Procedure:

1.0 DOCUMENT MANAGEMENT POLICY

❖ (From 5/01/2003 until 12/31/2015 the SRPF was a client of Nottingham and Associates, CPA, Temecula CA 92590. Beginning 1/1/2016 the SRPF became a client of Smith Marion and Company, CPA, Murrieta CA 92563.

1. **Accounts payable ledgers and schedules; Accounts receivable ledgers and schedules:** 10 years. From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 current fiscal year's documents kept in the SRPF's CFO's custody. Archived copies are also kept in the SRPF's custody.
2. **Audit reports of accountants:** Permanently. (Not applicable at this time. The SRPF assets less than \$2,000,000 as of January, 2016.)

3. **Cash books:** 10 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
4. **Checks – canceled:** 10 years. On electronic record at Commerce Bank of Temecula CA and First Citizens Bank, Murrieta CA.
5. **Contracts and leases (expired):** 10 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
6. **Contracts and leases still in effect: Permanently.** Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
7. **Correspondence, general:** 4 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
8. **Correspondence (legal and important matters):** Permanently. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
9. **Depreciation schedules:** 10 years. From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at Smith Marion and Company, CPA, Murrieta CA 92563. Copies also in the SRPF's custody.
10. **Donation records of endowment funds.** Permanently. Kept at The Community Foundation, Riverside CA, 29501 **and significant restricted funds:** Permanently. From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at Smith Marion and Company, CPA, Murrieta CA 92563. Copies also in the SRPF's custody.
11. **Donation records, other: 10 years.** From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at Smith Marion and Company, CPA, Murrieta CA 92563. Copies also in the SRPF's custody.
12. **Duplicate deposit slips:** 10 years. Current fiscal year kept at Treasurer's home. Previous years kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
13. **Employee personnel records (after termination):** 7 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
14. **Employment applications:** 3 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.

15. **Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses):** 10 years. Kept in CFO's and the SRPF's custody.
16. **Financial statements (end-of-year):** Permanently From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at Smith Marion and Company, CPA, Murrieta CA 92563. Copies are also in the SRPF's custody.
17. **General ledgers and end-of-year statements:** Permanently. Previous years' copies are kept at Nottingham and Associates, CPA, Temecula CA 92590. Beginning 1/1/2016 copies are kept in the SRPF's custody.
18. **Insurance policies (expired):** Permanently. Kept at SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA. .
19. **Independent contactor and consultant agreements, including payment records.** Permanently. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
20. **Insurance records, current accident reports, claims, policies, etc.:** Permanently. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
21. **Internal reports (i.e. strategic plans, Board self-assessments), updates, miscellaneous:** 3 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
22. **Inventories of products, materials, supplies:** 10 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
23. **Invoices and checks to customers and vendors:** 10 years. Current year kept in CFO's custody. Previous years kept in the SRPF's custody.
24. **Minute books of Board of Directors, including Bylaws and Articles of Incorporation:** Permanently. Current year kept in Secretary's custody. Current and previous years kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
25. **Payroll records and summaries:** 10 years. From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at Smith Marion and Company, CPA, Murrieta CA 92563. Copies also in the SRPF's custody.
26. **Sales records:** 10 years. From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept in the SRPF's custody.
27. **Tax returns and worksheets, revenue agent's reports, and other documents relating to determination of tax liability:** Permanently From 5/01/2003 until 12/31/2015 kept at Nottingham and Associates. Beginning 1/1/2016 kept at

Smith Marion and Company, CPA, Murrieta CA 92563. Copies also in the SRPF's custody and 990 form posted to website, SRPF.org.

28. **Time sheets and cards:** 10 years. Kept electronically. Additionally, hard copies are kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.
29. **Volunteer records:** 3 years. Kept at the SRPF's principal office, 39400 Clinton Keith Road, Murrieta, CA 92562, Riverside County, CA.

WARNING: All permitted document destruction will be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction will not be resumed without the written approval of legal counsel or the Board President.