

**The Rotary Club of Tucson/The Rotary Club of Tucson Foundation**  
**Record Retention and Document Destruction Policy**

(Created September 2019)

(Passed by RCT Board on: September 19, 2019)

(Next review: August 2022)

**Purpose**

This policy provides for the systematic review, retention and destruction of documents received or created by The Rotary Club of Tucson and/or The Rotary Club of Tucson Foundation operations by promoting efficiency and freeing up valuable storage space. (Current Historical and Club records are maintained at the Rotary Office on Timrod. Current Foundation records are held with the appropriate officer: President; Treasurer; Investment Chairman.)

The Rotary Club of Tucson and The Rotary Club of Tucson Foundation will follow the document retention procedures outlined below. Documents that are not listed, but substantially similar to those listed in the schedule will be retained for the appropriate length of time.

It should be noted that the Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored. The Rotary Club of Tucson and The Rotary Club of Tucson Foundation therefore establish this written, mandatory document retention and periodic destruction policy in order to eliminate accidental or innocent destruction. Destruction is to be performed on a periodic basis and is anticipated to occur after the annual audit is completed each year.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of online donations that fall into one of the document types on the schedule will be maintained for the appropriate amount of time. Any e-mail message that relates to the aforementioned records should be printed in hard copy and kept in the appropriate file or moved to an archived computer file folder. Backup and recovery methods will be tested on a regular basis.

Administrative personnel and club and foundation leadership will periodically review these procedures with legal counsel or the organizations certified public accountant to ensure compliance with new and revised regulations.

**Document Retention**

The Rotary Club of Tucson and The Rotary Club of Tucson Foundation follow the document retention procedures outline below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

**Corporate Records**

Annual Reports to Secretary of State/Attorney General	Permanent
Arizona Corporate Commission Report – annual	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies and Resolutions	Permanent

Constitution & By-laws	Permanent
Contracts (after expiration)	7 years
Request for Proposals (RFPs)	5 years
Correspondence (general)	3 years
Correspondence (legal)	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter (if applicable)	Permanent

#### Accounting and Corporate Tax Records

Annual Audits and Financial Statements	25 years
Depreciation Schedules	7 years
IRS 990 tax returns and AZ 99	7 years
Business Expense Records	7 years
IRS Form 1099	7 years
General Ledgers	7 years
Journal Entries	7 years
Invoices	7 years
Budgets	7 years
All reports filed with Rotary Int. and Rotary Foundation	7 years
Sales Records	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

#### Bank and Investment Records

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Investment Statements	7 years

#### Payroll and Employment Tax Records

Payroll Registers	7 years
State Unemployment Tax Records	7 years
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

#### Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years



Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years

#### Donor and Grant Records

Donor Records and Acknowledgment Letters	7 years
Grant Applications and Contracts	7 years after completion

#### Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Ownership Records or Certificates	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination
Volunteer Agreement Forms	Permanent
Club Board of Directors Agreement/Conflict of Agreement	3 years
Foundation Board of Directors Agreement/Conflict of Agreement	3 years

#### Historical documents

Committee and program reports	Permanent
Status reports to club and boards	Permanent
Set(s) of copies of Tucsotarians	Permanent
Member records	Permanent
Photos	Permanent
Club meeting attendance and guest records	7 years

#### Emergency Planning

- The Rotary Club of Tucson and The Rotary Club of Tucson Foundation records will be stored in a safe, secure and accessible manner. Documents and financial files on the computer that are essential to keeping The Rotary Club and The Rotary Club of Tucson Foundation operating in an emergency will be duplicated or backed up at least every week and maintained off site.
- Backups will be made to a cloud-based service that the President and Secretary/Treasurer have access.
- The Rotary Club's Executive Director and The Rotary Club of Tucson Foundation's President, Treasurer and Investment Chair are 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 shredding.

- From time to time the Executive Director and the Treasurer may determine that an item of personal property which belongs to the Club is obsolete, non-functioning or otherwise unnecessary for the orderly operation of the office/club. Except when such an item is to be traded in as consideration for the purchase of other personal property and when it appears that such item has a fair market value of \$500 or less, the President will authorize the manner in which the item will be disposed of. If the fair market value appears to be more than \$500, a description of the item will be posted in the Tucotarian and a member may make an offer to purchase or request that the appropriate Board of Directors determine the disposition of the item, provided that such notice is given to the Executive Director in writing not more than seven days following the date of publication in the Tucotarian, in which event the disposition of the item will be determined by the members of the appropriate Board of Directors in attendance at the next scheduled meeting of the Board or by an e-mail vote of a majority of the Board. Absent a timely made offer or request an item will be disposed of under the same procedure for the disposition of an asset having a value of \$500 or less. A written record will be made of the disposition of any item of personal property owned by the Club.

- 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. If certain records are relevant to current litigation, potential litigation (that is, a dispute that could result in litigation), government investigation, audit, or other event, the records shall be preserved and not deleted, disposed of, destroyed, or changed, including emails, until it is determined that those records are no longer needed. This exception is referred to as a litigation hold or legal hold and replaces any previously or subsequently established destruction schedule for those records.