

## Rotary District 6000 – The Rotary Foundation

### Document Retention Plan

The following documents pertaining to Rotary Foundation Grants shall be maintained in the District Office for a period of **five years** and shall be accessible to district and club officers including boards of directors of participating clubs, project sponsors, project sponsors, District Rotary Foundation Committee, the Rotary Foundation District Grants Subcommittee and authorized representatives of TRF.

1. Bank Account information and copies of past statements
2. Documentation of changes in payee signatories (if relevant)
3. The terms and procedures of Financial Management Plans
4. A general ledger for each year, explaining and itemizing deposits and withdrawals
5. This document
6. A succession plan for the District Rotary Foundation Committee and Subcommittee.
7. The procedure for “Investigating and Resolving Allegations of Misuse or Mismanagement of Grant Funds”
8. The annual report of the Rotary Foundation Grants Financial Review Committee
9. Liability insurance and travelers insurance policies, as applicable
10. Club qualification documents
  - a. Qualified club Memoranda of Understanding
  - b. Records of attendance at Grant Management Seminars
  - c. Records showing, the date on which the clubs received qualified status to participate in District and Global Grants
11. Copies of District qualification applications submitted to TRF and qualification approval letters from TRF
12. District Grant and District-Sponsored Global Grant information:
  - a. Copies of proposals and applications
  - b. Copies of grant agreements
  - c. Copies of reports submitted to TRF
  - d. Copies of reports submitted by clubs and entities receiving District Grant funds, including all receipts and invoices for purchases
  - e. Copies of all pertinent written or electronic correspondence.