

Impact 100 Baldwin County

Record Retention Plan

Documents	Retention Period	Location/Officer	Format	Destruction Schedule
Corporate/Governance				
Articles of Incorporation	Permanent	President & BNW	Paper & Digital	
Bylaws	Permanent	President & BNW	Paper & Digital	
IRS Determination Letter	Permanent	President & BNW	Paper & Digital	
Policies & Procedures		Secretary & BNW	Paper & Digital	
Conflict of Interest Disclosures	4 Years	President	Paper	Destroy oldest set in December each year
Board Meeting Agendas and Minutes	Permanent	President & BNW	2008-2014: Fl. Drive 2015 – present: BNW	
Financial				
Charitable Organization Registration (Filed with Alabama A. G. annually)	Permanent	Treasurer & BNW	Paper & Digital	
Journal Entries	Permanent	Treasurer/Quickbooks	Digitatal	
Bank Reconciliations	7 Years	Treasurer	Digital/ Flash Drive	Destroy oldest set in December of each year
Detail of Bank Deposits	Current Year +1	Treasurer	Paper	Destroy oldest set in December of each year
Form 990's	Permanent	Treasurer & BNW	Digital	
D & O Insurance Policy	Permanent	Treasurer	Paper	
Annual Operating Budgets	Permanent	Treasurer	Digital Flash Drive & BNW	

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Financial (Continued)	Retention Period	Location/Officer	Format	Destruction Schedule
Closed Grants (Contracts, grant application, payment record, and final report)	Permanent	Treasurer	Digital/Flash Drive	
Grants				
Open Grants (Contracts, Payment Requests, Invoices/Receipts, Reports)	Up to 25 months	Treasurer (Grant liaisons give payment requests and invoices/receipts to treasurer monthly, or as needed, for processing and to be maintained until grant is closed)		Upon final payment, scan contract, application, payment record, and final report; add to Closed Grants
Paper Ballots	2 Years	Treasurer	Paper	Destroy oldest set in November of each year
Grant Applications	Permanent	Slideroom (Beginning 2015)	Digital	
Miscellaneous				
Software Licenses and Agreements	7 Years after all obligations end			