



Records Retention

It is the policy of EPIC International D/B/A Reach the Rest is to retain records as required by law and to destroy them when appropriate according to the following Records Retention Schedule. This policy ensures that necessary records and documents are adequately protected and maintained and ensures that records that are no longer needed or are of no value are discarded at the proper time. In addition, this policy aids employees in understanding their obligations in retaining electronic documents—including email, web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

The Director of Operations is the individual in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. This individual is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state, and federal laws and includes the appropriate document and record categories for EPIC International D/B/A Reach the Rest; monitor local, state, and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

In the event EPIC International D/B/A Reach the Rest is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning EPIC International D/B/A Reach the Rest or the commencement of any litigation against or concerning EPIC International D/B/A Reach the Rest, this employee will inform the Director of Operations and any further disposal of documents will be suspended until the Director of Operations, with the advice of counsel, determines otherwise. The Director of Operations will take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

This Policy applies to all physical records generated in the course of EPIC International D/B/A Reach the Rest's operation, including both original documents and reproductions. It also applies to the electronic documents described in the first paragraph of this policy. A copy of the record retention schedule is available upon request.

The Record Retention Schedule is organized as follows:

- A. Accounting and Finance
- B. Contracts
- C. Corporate Records
- D. Electronic Documents
- E. Payroll Documents
- F. Personnel Records
- G. Property Records
- H. Tax Records
- I. Contribution Records
- J. General

The following are some common retention periods. These apply to both physical and electronic documents. If no physical copy of an electronic document is retained, the means to *read* the electronic document must also be retained.

A. ACCOUNTING AND FINANCE

<u>Record Type</u>	<u>Retention Period</u>
1099s	Permanent
Accounts Payable & Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Reports	Permanent
Authorizations and Appropriations for Expenditures	3 years
Bank Deposit Slips	1 year
Bank Statements	7 years
Budgets	3 years
Cash Disbursements Journal	Permanent
Cash Receipts Journal	Permanent
Chart of Accounts	Permanent
Checks (canceled), general	7 years
Checks (canceled), for important payments such as taxes, purchases of property, special contracts, etc. Checks should be filed with the papers pertaining to the underlying transaction.	Permanent
Claims and Litigation Files	10 years
Depreciation Schedules	Permanent
Employee Expense Reports	7 years
Financial Statements (annual)	Permanent
Financial Statements (interim/internal)	Permanent
General Ledgers	Permanent
Insurance Policies (current)	Permanent
Insurance Policies (expired)	3 years
Investment Records	7 years after sale of investment
Invoices	3 years
Leases	10 years
Notes Receivable Ledgers and Schedules	7 years

B. CONTRACTS

Record Type

Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)

Retention Period

10 years after expiration or termination

Copyright, Patent, and Trademark Registrations

Permanent

Patents, Copyrights, Licenses, Agreements, Bills of Sale, Permits, Liabilities, etc.

3 years or life of document

Supporting Correspondence and Notes Regarding Patents, Copyrights, Licenses, Agreements, Bills of Sale, Permits, Liabilities, etc.

3 years if longer than the “life of principal document it supports”

C. CORPORATE RECORDS

Record Type

Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)

Retention Period

Permanent

Licenses and Permits

Permanent

D. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, subject matter determines retention schedule.

- All email—from internal or external sources—is to be deleted after 12 months.
- Staff will strive to keep all but an insignificant minority of their email related to business issues.
- EPIC International D/B/A Reach the Rest will archive email for six months after the staff has deleted it, after which time the e-mail will be permanently deleted.
- All EPIC International D/B/A Reach the Rest business-related email should be downloaded to a service center or user directory on the server.
- Staff will not store or transfer EPIC International D/B/A Reach the Rest-related email on non-work-related computers, except as necessary or appropriate for EPIC International D/B/A Reach the Rest purposes.
- Staff will take care not to send confidential/proprietary EPIC International D/B/A Reach the Rest information to outside sources.

2. **Electronic Documents** (including Microsoft Office Suite and PDF files): Retention time depends on the subject matter.

3. **Web Page Files: Internet Cookies**

- All workstations: Internet Explorer should be scheduled to delete internet cookies once per month.

In certain cases a document will be maintained in both paper and electronic form. In such cases the official document will be the electronic document.

E. PAYROLL DOCUMENTS

Record Type

Employee Deduction Authorizations

Payroll Deductions

W-2 and W-4 Forms

Garnishments, Assignments, Attachments

Payroll Registers (gross and net)

Time Cards/Sheets

Unclaimed Wage Records

Pension/Profit-Sharing Plans

Retention Period

4 years after termination

Termination + 7 years

Termination + 7 years

Termination + 7 years

7 years

2 years

6 years

Permanent

F. PERSONNEL RECORDS**Record Type**

Accident Reports and Claims (settled cases)

Commissions/Bonuses/Incentives/Awards

EEO- I /EEO-2 —Employer Information Reports

Employee Earnings Records

Employee Handbooks

Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)

Employment Applications

Employment Contracts—Individual

Employment Records—Correspondence with Employment Agencies and Advertisements for Job Openings

Employment Records—All Non-Hired Applicants (including all applications and resumes—whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)

Job Descriptions

Personnel Count Records

Retention Period

10 years

7 years

2 years after superseded or filing (whichever is longer)

Separation + 7 years

1 copy kept permanently

6 years after separation

4 years

7 years after separation

3 years from date of hiring decision

2-4 years (4 years if file contains any correspondence which might be construed as an offer)

3 years after superseded

3 years

Record Type

Forms I-9

Termination Records

Retention Period

3 years after hiring, or 1 year after separation if later

Permanent

G. PROPERTY RECORDS**Record Type**

Correspondence, Property Deeds, Assessments, Licenses, Rights of Way, etc.

Property Insurance Policies

Purchases, Including Title Abstracts, Opinions, Insurance Policies, Sales Agreements, Mortgages, and Deeds

Retention Period

Permanent

Permanent

20 years

H. TAX RECORDS**Record Type**

Tax-Exemption Documents and Related Correspondence

IRS Rulings

Excise Tax Records

Payroll Tax Records

Tax Bills, Receipts, Statements

Tax Returns—Income, Franchise, Property

Tax Workpaper Packages—Originals

Sales/Use Tax Records

Sales/Use Tax Returns

Annual Information Returns—Federal and State

IRS or other Government Audit Records

Retention Period

Permanent

Permanent

7 years

7 years

7 years

Permanent

7 years

7 years

10 years

Permanent

Permanent

I. CONTRIBUTION RECORDS**Record Type**

Records of Contributions

Retention Period

Permanent

Record Type**Retention Period**

Documents Evidencing Terms, Conditions or Restrictions on Gifts

Permanent

J. GENERAL**Record Type****Retention Period**

Correspondence (general)

3 years

Correspondence (legal and important matters)

Permanent

Manuscripts

2 years

Publications

Permanent

Rosters

Permanent