



DOCUMENT MANAGEMENT POLICY

Document Management Policy

This policy covers all records regardless of the physical form or characteristics which have been made or received by HOPE 4 Youth, Incorporated in the course of doing business.

PURPOSE

This policy provides for the systematic review, retention, and destruction of records received or created by HOPE 4 Youth in connection with the transaction of business. This policy covers all records, regardless of physical form, contain guidelines for how long certain records should be kept and how records should be destroyed.

This policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate HOPE 4 Youth's operations by promoting efficiency and freeing up valuable storage space. Included in the federal laws necessitating compliance with this policy is the Sarbanes-Oxley Act (The American Competitiveness and Corporate Accountability Act of 2002) which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding.

RECORDS COVERED

This policy applies to all records in any form, including electronic documents.

A record is any material that contains information about HOPE 4 Youth's plans, results, policies, or performance. Anything that can be represented with words or numbers is a business record for the purpose of this policy.

Electronic documents must be retained as if they were paper documents. Therefore, any electronic files, including information received online, that fall into one of the document types on the schedule must be maintained for the appropriate amount of time. For example, if a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to a file folder on the server. Backup and recovery methods will be assessed on a regular basis.

RECORD RETENTION

HOPE 4 Youth follows the document retention procedures outlined 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.

Permanent Retention

Permanent records are records required by law to be permanently retained and which are ineligible for destruction at any time for any reason. These records are necessary for the continuity of business and the protection of the rights and interests of the organization and of individuals. These include records such as organizational documents such as Articles of Incorporation and Bylaws, Board minutes and policies, federal and state exempt status and independent audits.

No record, whether or not referenced, maybe destroyed if in any way the records refer to, concern, arise out of or in any other way participate in pending or threatened litigation.

While the listings below contain commonly recognized categories of records, the list should not be considered as having identified all records that HOPE 4 Youth may need to consider for permanent and non-permanent status. In particular, and as noted above, any documents that are, or may be involved in pending or threatened litigation, must be retained. The nonprofit's legal counsel should be asked to assist in determining what records must be retained.

Corporate Records – Permanent

- Annual Reports to Secretary of State/Attorney General
- Articles of Incorporation
- Board Meeting and Board Committee Minutes
- Board Policies/Resolutions
- By-Laws
- Construction Documents
- Fixed Asset Records
- IRS Application for Tax-Exempt Status (Form 1023)
- IRS Determination Letter
- State Sales Tax Exemption Letter

Accounting and Corporate Tax Records – Permanent

- Annual Audits and Financial Statements
- Depreciation Schedules
- General Ledgers and End-Of-Year Statements
- IRS 990 Tax Returns
- Donation records of endowment funds and of significant restricted funds
- Retirement and Pension Plan Documents
- Payroll Registers
- State Unemployment Tax Records
- Employee Tax Records

Bank records – Permanent

Check Registers

Legal, Insurance and Safety Records – Permanent

Appraisals
Copyright Registrations
Environmental Studies
Insurance Policies
Insurance Records, Accident Reports and Claims
Real Estate Documents
Stock and Bond Records
Trademark Registrations
Legal and Important Matters Correspondence

Non-permanent Retention

Non-permanent records are records that are not required by law to be permanently retained and may be destroyed after the passage of certain years or upon the passing of events as defined by this policy.

Notwithstanding the listing of documents below, no record, whether or not referenced may be destroyed if in any way the records refer to, concern, arise out of or in any other way are involved in pending or threatened litigation.

Corporate Records

Contracts (after expiration)	7 years
Correspondence (general)	7 years

Accounting and Corporate Tax Records

Accounts Payable Ledgers and Schedules	10 years
Accounts Receivable Ledgers and Schedules	10 years
Business Expense Records	10 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices to Customers and from Vendors	10 years
Sales Records (Hopes Closet)	10 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank and Investment Records

Bank/Investment Deposit Slips	10 years
Bank/Investment Statements and Reconciliation	10 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years
Payroll Records and Summaries	7 years

Employee Records

Records Relating to Promotion, Demotion or Discharge:	7 years after termination
Accident and Worker's Compensation Records:	5 years after termination of claim
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Sheets and Cards	7 years
Volunteer Records	3 years
Employment and Termination Agreements	7 years

Client Records DIC - Other than applicable HYPA and Data Privacy Practices

Tracking Forms	6 years from last visit
Client Quarterly/Yearly and One Time Item Tracking Sheet	
Quarterly Clothing Tracking Sheet	
Intake Forms	6 years from last visit
Copy of ID	
Drop-In Center Intake Form	
HOPE 4 Youth Community Agreement and Client Rights Form	
Grievance Procedure	
Tennessee Warning Form	
Youth Daily Log	
Other Forms	6 years from last visit
Participant Support Receipt Form (gift card receipt signed by youth)	
Release of Information Form	
HOPE 4 Youth Storage Locker Policy	
Consent to Media Release	
Minor Assessment Form	
Minor/Parent Permission Form	

Client Records HOPE Place - Other than applicable HYPAs and Data Privacy Practices

Tracking Forms	6 years after Tenant leaves
HOPE Place Path to Success	
Grievance Form	
Intake Forms	6 years after Tenant leaves
HOPE Place Pre-Entrance Documents	
HOPE 4 Youth Supportive Housing Lease	

Legal, Insurance and Safety Records

Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	4 years after termination

EMERGENCY PLANNING

HOPE 4 Youth’s records will be stored in a safe, secure, and accessible manner. All documents and financial files that are essential to keeping HOPE 4 Youth operating in an emergency will be duplicated or backed up at least every week and maintained off site. All other documents and financial files will be duplicated or backed up periodically as identified by the Data and Financial Specialist or Finance Controller or other person as designated by the Executive Director and maintained off-site.

DOCUMENT DESTRUCTION

HOPE 4 Youth’s Data and Financial Specialist or Finance Controller or other representative as designated by the Executive Director is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of financial and personal-related documents will be accomplished by shredding.

COMPLIANCE

Failure on the part of employees or contractors to follow this policy as a result in possible civil and criminal sanctions against HOPE 4 Youth and its employees or contractors and possible disciplinary action against responsible individuals. The Executive Director or individual designated by the Data and Finance Specialist or Finance Controller and Finance Committee chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new and revised regulations.

All Permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine shall not be resumed without the written approval of legal counsel or the Executive Director.

Questions concerning this policy, the applicability of certain records to the retention or destruction of this policy, must be addressed to the Data and Finance Specialist or Finance Controller or another individual designated by the Executive Director.