

The People's Consultants Document Retention and Destruction Policy

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the People's Consultants' documents and records.

The People's Consultant's staff, volunteers, members of the board of directors, committee members, and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a.* Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Secretary of the Board;
- b.* All other paper documents will be destroyed after three years;
- c.* All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- d.* No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- e.* No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

Record Retention

The following table indicates the minimum requirements and is provided as guidance in determining the People's Consultants' document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each People's Consultant's document should carefully consider its requirements.. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Audit reports	Permanently
Bank statements	3 years

Contracts, mortgages, notes, and leases (expired)	7 years
Correspondence (general)	2 years
Deeds and Mortgages	Permanently
Year End Financial Statements	Permanently
Insurance Records	Permanently
Tax Returns	Permanently

* Adapted from National Council of Nonprofits.

Approved by the Board of Directors 4/18/25