# **COVENANT HOUSE NEW JERSEY**

## **ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

POLICY TITLE: Records Retention Policy POLICY #: 1-22

ISSUED BY: CHNJ DATE ISSUED: 1/2019

1. **POLICY**: Records will not be kept if no longer needed for the operation of the Agency or required by law. Therefore, unnecessary records will be disposed of in a secure way when no longer required to be retained.
2. **PURPOSE**: To ensure that a rotation of records can occur to make room for new records and to ensure the confidentiality of all records kept by the Agency.
3. **PROCEDURE:**

Leadership of affected departments are to ensure that records under their departments’ control are handled properly. All records are to be kept in a secure location, kept neatly and organized, only available on an as-needed basis to approved staff; kept on site for which they are related, being mobile only on a strictly as-needed basis; and destroyed based on State and Federal guidelines.

The following are guidelines for areas that have records requiring retention for a prescribed period:

Organizational Records

Articles of Incorporation – Indefinitely

By-laws - Indefinitely

501(c)3 documents – Indefinitely

Board Member documents – three years

Deeds, Leases, titles – through ownership/leasehold

Finance Records

Accounts Payable Records – seven years

Banking documents – three years

External Audit Records – seven years

Donation Records

Records of monetary donations – seven years

Records of in-kind donations – seven years

Grant Contracts – seven years

Tax Records

Tax Filings (990’s) – seven years

Payroll & Related tax documents – six years

Property Tax Exemption Statements – seven years

Employment/Personnel Records

Employment Applications – three years

Personnel files (existing employees) – seven years after termination

Personnel files (terminated employees) – seven years

 Youth/Client Files

 Seven years after last service/contact with Agency

At the beginning of each fiscal year each Department with records will rotate records in their care, preparing all appropriate records for destruction.

The Agency uses a third party contractor for the destruction of records.