

**Bulldog Club of America**  
**Document Retention Policy**

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by the Bulldog Club of America in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate BCA's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

The Bulldog Club of America 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. *This policy covers both physical and electronic communications and documents.*

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
<i>Standard Operating Procedures (Updated)</i>	<i>Permanent</i>
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years

Sales Records	5 years
Membership Records	7 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Bank Records	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll and Employment Tax Records	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
Employee Records	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Time Cards	2 years
Contracts	5 years after completion
Legal, Insurance and Safety Records	
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

#### IV. Electronic Documents and Records

Electronic documents will be retained *for the same retention period as equivalent paper documents in a storage format. that will assure quality for the length of the retention period. Paper documents may be converted into electronic format for storage with destruction of the original paper document after conversion is verified; provided that there shall be a back up or other second copy of such electronic document on a separate storage device before any paper document may be destroyed.* Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. The message should be printed in hard copy and forwarded to either the National Treasurer or Archivist. *Stored electronic items should be forwarded to the Archivist and/or National Treasurer with two copies so that one copy may be placed into safe offsite storage.*

#### V. Document Destruction

The Bulldog Club of America's National Treasurer and Archivist are responsible for the ongoing process of identifying its records which have met the required *personnel-related* retention period and overseeing their destruction. Destruction of financial and *other* documents will be accomplished by shredding *or destruction of electronic storage media.*

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

#### VI. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Bulldog Club of America and its members and possible disciplinary action against responsible individuals. The National Treasurer and Audit 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 or revised regulations.

Presented & Approved November 24, 2009

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