

### **Freestore Foodbank Retention Policy**

<b>Type of Document/Grant</b>	<b>Retention</b>
<i>City Grant</i>	<i>Three (3) years after expiration/termination</i>
<i>Cooks City Grant</i>	<i>Three (3) years after expiration/termination</i>
<i>EFSP (FEMA)</i>	<i>Three (3) years after expiration/termination</i>
<i>Hamilton County Block Grant</i>	<i>Three (3) years after expiration/termination</i>
<i>MRDD</i>	<i>Seven (7) years from last receipt or 6 yrs from audit whichever is longer.</i>
<i>Ohio Assoc. of Food Banks</i>	<i>Five (5) years after final payment or audit completion; whichever is longer.</i>
<i>Job &amp; Family Services</i>	<i>Five (5) years after last payment and all issues resolved.</i>
HUD	Seven (7) years
MHB	Three (3) years after expiration/termination (11/09 L. Godfrey states MHB doesn't have set retention, it would be up to FSFB to adopt; min. 1 year)
Social Service Department Files	One (1) year
*Payee Department Files	Seven (7) years
Client demographics	Seven (7) years as inactive
Communications Department Files	Three (3) years
Housing – Direct Rent and all other non-grant files	Seven (7) years
*Finance billing, daily bank transactions, lock box check copies, CM funds, voided checks, client financial files	Three (3) years
A/P ledgers & schedules	Seven (7) years
Audit Reports	Perpetuity
*Bank Reconciliation	Two (2) years
*Bank Statements	Three (3) years
Checks for important payments	Perpetuity
Contracts, mortgages, notes, leases (Expired)	Seven (7) years
Correspondence (general)	Two (2) years
Correspondence (legal and/or important)	Perpetuity
Correspondence (clients, vendors, customers)	Two (2) years
Deeds, mortgages, and bills of sale	Perpetuity
Depreciation Schedules	Perpetuity
Deposit slips	Seven (7) years
*Employment applications	Three (3) years
Expense Analyses/Expense Distribution	Seven (7) years
Year End Financial Statements	Perpetuity
Insurance Policies (Expired)	Three (3) years
*Insurance records, current accident reports, claims, policies, etc.	*Three (3) years after expired
Internal audit reports	Three (3) years
Inventories of products, materials, and supplies	Seven (7) years

Invoices	Seven (7) years
Minute books, bylaws, and charter	Perpetuity
Patents and Related Papers	Perpetuity
*Payroll records and summaries	Seven (7) years
*Personnel files (terminated employees)	Seven (7) years
Retirement and Pension Records	Perpetuity
Tax Returns and Worksheets	Perpetuity
Timesheets	Seven (7) years
Trademark Registrations and Copyrights	Perpetuity
Withholding Tax Statements	Seven (7) years

**\*Item marked with an asterisk must be kept in a locked file cabinet at all times.**

Method of intentional destruction of documents and documentation: Upon receipt of the approved Certificate of Records Disposal, non-confidential records can be destroyed by trashing, pulping or recycling. Confidential records (records containing social security numbers or sensitive information) can only be destroyed by shredding or burning.

#### Determining Retention Periods:

- Administrative Value (contact office of origin)
  - How long is this used by office or agency to carry out duties?
  - How often or for how long is this record used?
  - Would the program be in jeopardy upon disposal?
- Fiscal Value (contact Auditors)
  - Does this pertain to the receipt, transfer, payment, adjustment or encumbrance of funds?
  - Is this document required for an audit?
  - Will this document have importance after the audit?
- Legal Value (contact Legal Counsel)
  - Does this document protect the rights or obligations of individuals or of the agency that created it?
  - Will the legal rights and obligations expire?
  - Is there historical and administrative value?