

**Record Retention and Document Destruction Policy** (based on National Center for Nonprofit Associations policy)

The Blue Star Mothers of America, Inc shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

A BSMA Member shall not knowingly destroy a document with the intent to obstruct or Influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States . . . or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, BSMA has the following document retention requirements:

**Type of Document Minimum Best Practice Requirement**

Accounts receivable & payable ledgers & schedules	7 years
Articles of incorporation, charter, bylaws minutes and other incorporation records	Permanently
Audit reports, Financial Statements (year end): general/private ledgers, trial balance, journals	Permanently
Bank Reconciliation	3 years
Bank statements, deposit records, electronic fund transfer documents, & cancelled checks	3 years
Checks	Permanently
Contracts	Permanently
Correspondence/email – general	3 years
Correspondence/email – legal	Permanently
Correspondence/email - customers & vendors	2 years
Donations	7 years
Expense Analyses/expense distribution Schedules	7 years
Grants (un-funded)	1 year
Grants (funded)	7 years after closure
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	7 years
Invoices	7 years
Inventory Records	7 years
Purchase orders	7 years
Tax returns and worksheets	Permanently
Withholding tax statements* (FICA, FUTA, Federal Income)	7 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Chart of Accounts	Permanently