

DEFENDERS OF ANIMAL RIGHTS, INC.
Document Retention Policy

This Document Retention Policy identifies the record retention responsibilities of staff, volunteers and members of the board of directors for maintaining and documenting the storage and destruction of Defenders' documents and records.

The organization's staff, volunteer and members of the board of directors are required to honor the following rules:

- a. Paper or electronic documents will be retained in a secure manner by Defenders under the terms for retention in the following table;
- b. All other paper documents will be destroyed after three years;
- c. 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 record-keeping or audit requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Adoption records	8 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	3 years
Correspondence (legal and important matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Donation envelopes	3 years
Employment applications	3 years
Year-end financial statements	Permanently

Type of Document	Minimum Requirement
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

