**American Association of Community Theatres**

**RECORD RETENTION POLICY**

**Adopted by the American Association of Community Theatre February 2012**

AACT takes seriously its obligations to preserve information relating to litigation, audits, and investigations. State and Federal regulations make it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against AACT and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Executive Director or President of a potential or actual litigation, external audit, investigation, or similar proceeding involving AACT. The information listed in the retention schedule below is intended as a guideline and may not contain all the records AACT may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director.

From time to time, the Executive Director may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director. Note the 7 year period for records that support a tax return would be extended until the tax period is considered closed.

The policy also applies to records stored in an electronic format. The key provision for this procedure is that a system that can process (access) the records needs to be maintained.

See IRS Revenue Procedure 98-25

Note: this policy applies to AACT, but may be used as a sample for other organizations; therefore some types of documents included may not be applicable to AACT.

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| **File Category** | **Item** | **Retention** **Period** |
| **Corporate** **Records** | Bylaws and Articles of Incorporation | Permanent |
|  | Corporate resolutions | Permanent |
|  | Board, Membership, and Endowment Trustees meeting agendas and minutes | Permanent |
|  | Conflict of interest disclosure forms | 4 years |
| **Archives**  | At University Of Wisconsin | Permanent |
| **Finance and****Administration** | Financial statements (audited) | Permanent |
|  | Auditor management letters | Permanent |
|  | Payroll records | Permanent |
|  | Journal entries | 7 years |
|  | Check register and checks | 7 years |
|  | Bank deposits and statements | 7 years |
|  | Charitable organizations registration statements (filed with [State] Attorney General) | 7 years |
|  | Chart of accounts | 7 years |
|  | Expense reports | 7 years |
|  | General ledgers and journals (includes bank reconciliations, fund accounting by month, payouts allocations, securities lending, single fund allocation, trust statements | 7 years |
|  | Accounts payable ledger | 7 years |
|  | Investment performance reports | 7 years |
|  | Investment consultant reports | 7 years |
|  | Investment manager correspondence | 7 years |
|  | Depreciation Schedule and supporting documents | 7 years after disposition |
|  | Equipment safety records | 7 years after disposition |
|  | Contracts and agreements | 7 years after all obligations end |
|  | Investment manager contracts | 7 years after all obligations end |
|  | Correspondence-general | 3 years |
| **Insurance** **Records** | Policies — occurrence type | Permanent |
|  | Policies — claims-made type | Permanent |
|  | Accident reports | 7 years |
|  | Fire inspection records | 7 years |
|  | Safety (OSHA) reports  | 7 years |
|  | Claims (after settlement) | 7 years |
|  | Group disability records | 7 years after end of benefits |
| **Real Estate** | Deeds | Permanent |
|  | Leases | 7 years after all obligations end |
|  | Mortgages, security agreements | 7 years after all obligations end |
|  | Purchase agreements | 7 years after disposition requirements |
| **Tax** | IRS exemption determination and related correspondence | Permanent |
|  | IRS Form 990s | Permanent |
|  | Withholding tax statements | 7 years |
|  | Correspondence with legal counsel or accountants, not otherwise listed | 7 years after return is filed |
|  | Employee Timecards | 3 years |
| **Communications** | Press releases | Permanent |
|  | Annual reports | Permanent |
|  | Other publications | 7 years |
|  | Photos | 7 years |
|  | Press clippings | 7 years |
| **Donor Services** | Fund agreements  | Permanent |
|  | Correspondence — acknowledgment of gifts and grant requests | Permanent |
|  | Donor fund statements | Permanent |
| **Community****Philanthropy** | Records from advisory or family fund meetings, including minutes, if any, and lists of grants recommended for approval | 7 years |
|  | Scholarship grant records, including applications if foundation staff participates in selection decisions | 7 years |
|  | Approved grants — all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information, if any | 7 years after completion of funded program, or date of grant if operating grant |
|  | Foundation funding requests, correspondence, and reports (funding received) | 7 years after completion of program |
|  | Declined/withdrawn grant applications | 3 years |
|  | Foundation funding requests (denied) | 3 years |
| **Consulting** **Services** | Consulting contracts/files | 7 years after all obligations end |
| **Human** **Resources** | Employee personnel files | Permanent |
|  | Retirement plan benefits (plan descriptions, plan documents) | Permanent |
|  | Employee medical records | Permanent |
|  | Employee handbooks | Permanent |
|  | Workers comp claims | 7 years after settlement |
|  | Employee (volunteer) orientation and training materials | 7 years after use ends |
|  | Employment offer letter | 7 years after all obligations end |
|  | Employment applications | 3 years |
|  | IRS Form I-9 (store separate from personnel file) | Greater of 1 year after end of service or three years |
|  | Résumés | 1 year |
| **National Festival**  | Host application & Contract | 11 years |
|  | Host Reports | 11 years |
|  | Other Applications  | 4 years |
|  | National Results | Permanent |
| **Awards**  | AACT National Awards  | Permanent |
|  | Spotlight Awards | Permanent |
|  | Education Credits | Permanent |
| **Technology** | Software licenses and support agreements | 7 years after all obligations end |
| **General****Administration** | Correspondence — Executive Director | 7 years |
|  | Appointment calendars — Executive Director | 7 years |

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director