



## ERIE COUNTY CONSERVATION LEAGUE POLICY

Policy No. 07-2023

Date: October 30, 2023

Last Reviewed: December 4, 2023

### **Erie County Conservation League Document Retention Policy**

#### **Purpose**

The purpose of this Document Retention Policy (the "Policy") is to establish guidelines for the management, retention, and disposal of documents and records maintained by the Erie County Conservation League (ECCL). This Policy is designed to ensure compliance with legal and regulatory requirements, facilitate efficient operations, and protect the ECCL's interests.

#### **Policy Statement**

The ECCL is committed to managing its documents and records in a systematic and organized manner. This Policy outlines the responsibilities of staff and volunteers regarding document creation, retention, and disposal.

#### **Scope**

This Policy applies to all documents, records, and electronic files created, received, or maintained by ECCL staff, volunteers, and contractors in the course of conducting ECCL business. This includes, but is not limited to, financial records, correspondence, contracts, meeting minutes, reports, and electronic data.

#### **Document Categories and Retention Periods**

The following document categories and their corresponding retention periods are established as a guideline. Records that fall outside these categories or require longer retention periods due to legal or regulatory obligations should be documented separately and adhered to.

##### **A. Financial Records**

Bank statements and reconciliations: 7 years

Invoices and receipts: 7 years

Payroll records: 7 years

Tax returns: 7 years of due date or date of filing (whichever is later)

Auditors' reports/annual financial statement: Permanently

Deeds and easements: Permanently

Fixed asset records / Appraisals (and invoices for purchasing them): Permanently

Year-end trial balance: Permanently



## ERIE COUNTY CONSERVATION LEAGUE POLICY

### **B. Administrative Records**

- Correspondence: 3 years
- Meeting minutes: Permanently
- Contracts and agreements: 7 years after expiration
- Accident reports: 6 years
- Fire inspection: 7 years
- Safety reports: 7 years

### **C. Legal and Regulatory Documents**

- 501C4 Determination letter from the IRS: Permanently
- Permits and licenses: Current + 7 years after expiration
- Bylaws and corporate records: Permanently
- Insurance declaration: Current + 7 years after expiration
- Insurance policies: Current + 3 years after expiration (Physical) - 7 years (Electronic)
- Litigation and legal claims: Permanently
- Legal correspondence: Permanently

### **D. Program and Project Records**

- Program/event files: 3 years after completion
- Project files: 7 years after completion
- Grant applications and agreements: 7 years after grant completion

### **E. Capital Improvements**

- Capital Improvement files: Permanently

### **Destruction of Documents**

Documents that have reached the end of their retention period and are no longer required for legal, operational, or historical purposes should be securely destroyed to protect sensitive information. Destruction methods may include shredding, electronic file deletion, or other secure disposal methods.

### **Compliance and Review**

The ECCL is committed to ensuring compliance with this Document Retention Policy. The responsibility for implementing and overseeing this Policy rests with the ECCL Board and Secretary.

This Policy shall be reviewed annually to ensure its relevance and effectiveness. Any necessary updates or amendments will be made in consultation with appropriate legal counsel.



## ERIE COUNTY CONSERVATION LEAGUE POLICY

### **Training and Communication**

All ECCL staff, volunteers, and contractors shall be made aware of this Document Retention Policy and shall receive appropriate training on its implementation.

### **Conclusion**

This Document Retention Policy is an essential component of ECCL's commitment to effective document management. Adherence to this Policy will help safeguard the ECCL's legal and operational interests while promoting efficient business practices.

Adopted and Approved by the Board of Trustees October 30, 2023