Records Retention and Destruction

This is the policy of Goochland Pet Lovers (the "organization") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

Document Schedule

Document Name	Retention Period
Annual Report SCC	Permanently
Articles of Incorporation	Permanently
Audit reports	Permanently
Bank Statements	Permanently
Board Member Rosters	Permanently
By Laws	Permanently
Certificate of Incorporation	Permanently
Checks and Deposits	7 Years
Consent of Incorporation	Permanently
Donor Database	Permanently
Event Notes	7 Years
Form 1023 - Application for Recognition of Exemption	Permanently
Form 2848 - Power of Attorney & Declaration of Representative	Permanently
Form SS-4- Application for Employer Identification Number	Permanently
Grants (All documentation)	Permanently
Insurance Policies and Claims	Permanently
Invoices and Reimbursements	7 Years
IRS Determination Letter	Permanently
IRS Third Party Consent	Permanently
Marketing Materials	7 Years
Meeting Minutes & Notes	Permanently
Monthly bank reconciliations with accounting software	Permanently
MOUs with Goochland County	Permanently
Newsletters	7 Years
Operations Plan	Permanently
Pledge Cards	3 Years past completion of the Pledge
Policies & Procedures	Permanently

Signed Board Expectations	5 Years after Board member leaves
Signed Conflict of Interest Forms	5 Years after Board member leaves
Signed W9	Permanently
State Tax Exempt Form	Permanently
Tax Returns (990)	Permanently
VADACS Form	Permanently
Personnel Evaluations	Permanently
Pet Vet Records pertaining to the Good Neighbor Fund	Permanently
Hiring Documentation	Permanently