

Safe Water Network Records Retention Policy

Introduction

Safe Water Network has established a formal records retention program that ensures the safe keeping of records generated by the organization. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal, or regulatory requirements or for other purposes as may be set forth below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed. Please note that “records” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information.

No officer, director, employee, contractor, or volunteer of Safe Water Network shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any government department or agency or in relation to or contemplation of any such matter or case. This policy covers all records and documents of Safe Water Network.

Safe Water Network reserves the right to amend, alter, and terminate this policy at any time.

Responsibility for Administration

The Chief Financial Officer of Safe Water Network shall be responsible for administering the Records Retention Policy.

Statement of Policy

It is the policy of Safe Water Network:

- To comply with applicable legal and regulatory duties to retain records.
- To possess all records needed for our normal business purposes, including administration of our ongoing professional relationships.
- Therefore the organization directs and expects all officers, directors, employees, contractors, and volunteers to follow the rules and procedures set forth herein. The rules and procedures apply to all computers and other electronic devices provided to employees by Safe Water Network for use in the business of the organization, regardless of whether those computers or devices are used on the organization’s premises or elsewhere.

By routinely following the schedule below, Safe Water Network assures the credibility and soundness of its records maintenance procedures in the event of audit or litigation.

Documents	Location	Years Retained
Credit Card Sales Receipts	Locked Finance File Cabinet	6-10 years
Invoices/Expense Reports	Locked Finance File Cabinet	3-6 years
General Ledger	Financial Edge electronic backups	Permanent
Fixed Assets Records	Locked Finance File Cabinet	Permanent
Contracts/Leases	Contracts/Leases Binder and/or safety deposit box	Expired contracts - 6 years
Backup of Key Electronic Data	In the cloud or external hard drive in the office	Updated monthly
Bank Statements & Cancelled Checks	Locked Finance File Cabinet	6-10 years
Individual Payroll Earnings Records	Locked File Cabinet in Finance Office	10 years
Payroll Registers	Locked File Cabinet in Finance Office	10 years
Time Sheets/Records	Time electronic backups and/or personnel files	3-6 years
Payroll Tax Records	Locked File Cabinet in Finance Office	6-10 years
Individual Personnel Files	Locked File Cabinet in Finance Office	10 years - Permanent
Donor Records	Development Files	6-10 years
Board Meeting Minutes	Executive Fireproof File Cabinet	Permanent