



BOYS & GIRLS CLUBS
OF COLLIN COUNTY

Record Retention and Destruction Policy

Safeguarding of Computerized Financial and Other Records

To insure the safety of computerized financial records, the Chief Financial Officer is responsible for backing up the accounting files to the BGCCC server at the close of business each day.

To safeguard against server failure or destruction of the Administration Building, BGCCC contracts with a technical vendor to backup all data on the BGCCC file server to a remote location each evening. This offsite backup insures that all BGCCC donor contact information, tax files, financial records, grant records, and other data vital to the day-to-day operation of the organization is protected.

All records of the BGCCC are the private and confidential property of the BGCCC and may not be transmitted to any outside party with the prior approval of the Chief Executive Officer.

Document Retention Policy

To ensure compliance with all government regulations, the BGCCC policy stresses the importance of retaining valuable documents and key records pertaining to the organization's operation and finances.

To that end, the following guidelines are used with regard to records of the BGCCC:

Applications (non-hires)	1 year
Correspondence	2 years
COBRA records	3 years
Employment advertisements	3 years
Family Leave Act Records	3 years
Insurance Policies (expired)	3 years
Miscellaneous internal reports	3 years

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Petty cash vouchers	3 years
Physical inventory tags	3 years
Internal audit reports	5 years
Bank Statements	5 years
Depreciation schedules	4 years after property disposal
Payroll records (including name, address, ssn, wage rate, hours worked daily, gross wages, deductions, allowances claimed, net wages)	6 years
Personnel file records (including application, preemployment tests, performance appraisals, rate changes, promotions, demotions, documentation of disciplinary actions, job descriptions, W-4, I-9	6 years
Employee benefits plans	6 years following termination
Accounts payable records	7 years
Contracts, mortgages, notes, and leases (expired)	7 years
Stock and bond certificates (canceled)	7 years
Subsidiary ledgers	7 years
Withholding tax statements	7 years
Garnishments	7 years
Accounts receivable records	7 years
Paycheck records	8 years

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Accident reports or claims (settled cases)	11 years
Loan documents	indefinitely
Audit reports	permanently
Contracts, mortgages, notes and leases (still in effect)	permanently
Correspondence (legal and important matters)	permanently
Deeds	permanently
Financial statements	permanently
Minutes, bylaws, and charter	permanently
Property appraisals by outside appraisers	permanently
Property records, including costs, depreciation schedules, blueprints, and plans	permanently
Retirement and pension records	permanently
Tax returns	permanently

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