

# **Policy and Procedures Manual**

## **Record Retention and Destruction Policy**

**Effective: April 27, 2023**

**Version 1.0**

Bluebonnet Equine Humane Society (Bluebonnet) adopted this Document Retention and Destruction Policy (Policy) to ensure that its records are protected, maintained, and destroyed in a manner that is consistent with Bluebonnet's legal requirements and the principles of good governance.

### Scope of the Policy

This Policy applies to all records generated in the course of Bluebonnet's operations, including both original documents and reproductions, and paper and electronic documents, including records stored on computers. Attached as Appendix A is Bluebonnet's Record Retention Schedule, which sets forth the retention and disposal schedule for Bluebonnet's records.

### Retention of Records

Records are to be retained for at least the minimum period required by Appendix A, by contract, or by applicable state law or regulation, whichever is longer. Subject to any limitation set forth in this Policy, draft, working, or reference documents should be discarded when they are superseded by a final document or are no longer in daily use.

### Destruction of Records

Records that are no longer required, or have satisfied their required periods of retention, should be destroyed in a manner that ensures that all sensitive or confidential material can no longer be read or interpreted. Paper documents should be shredded, and electronic documents should be erased or otherwise rendered unreadable.

### Suspension of Destruction of Records

All records, including any electronic records, that potentially may be relevant to an official proceeding, or that are relevant to a pending or reasonably-anticipated legal proceeding, investigation or audit, must be carefully preserved and maintained for the duration of the proceeding, investigation or audit in addition to any applicable record retention period set forth in this Policy. If Bluebonnet receives notice of, or reasonably anticipates, a legal proceeding, investigation or audit, the Board Chairs shall promptly inform Bluebonnet directors and officers and the Executive Director should promptly inform all employees, volunteers, and contractors to suspend any further destruction of records under this Policy until such time as the Board Chair or Executive Director, with the advice of counsel, determines otherwise.

## Appendix A

### Record Retention Schedule

Any paper record that is stored in electronic format may be destroyed as long as the means to “read” the electronic document is retained.

The following retention periods apply to electronic documents and any physical document when an electronic document is not available.. If no physical copy of an electronic document is retained, the means to “read” the electronic document must also be retained.

#### Accounting, Legal and Finance

<u>Record Type</u>	<u>Retention Period</u>
Accounts payable & accounts receivable ledgers and schedules	7 years
Annual audit reports and financial statements	Permanent
Annual audit records, including work papers and other documents that relate to the audit	7 years after completion of audit
Bank statements and canceled checks	7 years
Credit card numbers	Full credit card numbers should not be retained any longer than immediate business needs and merchant account agreements dictate.
Expense reports	7 years
General ledgers	Permanent
Notes receivable ledgers and schedules	7 years

Investment records	7 years after sale of investment
Opinions of counsel	Permanent
Legal correspondence	Permanent
Legal settlement or court ruling records	Permanent

#### Corporate Records

<u>Record Type</u>	<u>Retention Period</u>
Corporate records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Permanent
Contracts and related correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination
Licenses and permits	Permanent
Trademark, Patent and Copyright registrations	Permanent

#### Tax Records

<u>Record Type</u>	<u>Retention Period</u>
Federal and state tax-exemption determinations	Permanent

IRS rulings	Permanent
Sales & use and other excise tax records	7 years
Tax bills, receipts, and statements	7 years
Income, franchise and property tax returns	Permanent
Annual information returns – Federal Form 990 and State returns	Permanent
IRS or other government audit records	Permanent
Payroll tax records	7 years

#### Insurance Records

<u>Record Type</u>	<u>Retention Period</u>
Directors and Officers insurance policy	Permanent
General Liability Insurance Policy	Permanent
Insurance claims applications, disbursements & denials	Permanent

### Employment Records

<u>Record Type</u>	<u>Retention Period</u>
Employee handbooks	1 copy kept permanently
Employee personnel records, including application forms, attendance records, job or status changes, performance evaluations, termination papers, test results, training records	6 years after separation
Records pertaining to non-hired applicants, including applications and resumes, results of background checks, and related correspondence	2 years (4 years if file contains any correspondence that could be construed as an offer)
Employee benefit plans	6 years after termination of plan
Summary Plan Descriptions, Summary Annual Reports, and other ERISA records	6 years after date of filing
Records regarding job-related injuries and illnesses	5 years
Records of monitoring exposure to hazardous materials	30 years
Family and Medical Leave Act records	3 years
Form I-9	3 years after hiring, or 1 year after separation if later
Employee earnings records	7 years after separation

### Property Records

<u>Record Type</u>	<u>Retention Period</u>
Property deeds, assessments, licenses, rights of way	Permanent
Property insurance policies	Permanent

#### Contribution Records

<u>Record Type</u>	<u>Retention Period</u>
Records of contributions	7 years
Documents evidencing terms, conditions or restrictions on gifts	7 years after funds are expended

#### Member/Volunteer Records

<u>Record Type</u>	<u>Retention Period</u>
Paid Membership Applications and Renewals	Permanently for most recent copy
Unpaid Membership Applications	One year from date of submission
Completed Adoption/Fostering Applications (whether approved or not)	Permanently for most recent copy
Adoption/Fostering Application Photos for Completed Applications	Permanently for most recent copy.
Incomplete Adoption/Fostering Applications (including the application, photos, etc.)	One year from date of submission

Trailing or other Volunteer Applications	Permanently for most recent copy
Legal correspondence	Permanently

### Horse Records

<u>Record Type</u>	<u>Retention Period</u>
Court paperwork	Permanently
Donation/Surrender Contracts	Permanently
Adoption Contract	Permanently
Adoption relinquishment/return form	Permanently
Inspection Forms and Photos - Fostering	Two years after horse is adopted, dies, or is transferred to another agency. Permanently if horse is removed from foster for neglect, abandonment, etc.
Inspection Forms and Photos - Adoption	Two years after horse is returned, dies, or is transferred to another agency. Permanently if horse is removed from adopter for neglect, abandonment, etc.
Photos	Permanently one clear front image, back image, left image, and right image. Close up of any injuries, brands, or distinguishing markings

Coggins	Most recent copy until the horse dies.
Vaccination reports	Most recent copy until the horse dies for each type of vaccine. For example, if the horse was given tetanus and rabies on different dates, we would keep two separate invoices.
Veterinary records, including xrays, testing results, etc.	Permanently

#### Electronic Records

<u>Record Type</u>	<u>Retention Period</u>
Electronic mail	1 year (potentially longer if it contains an electronic record)