

WELD FOOD BANK
RECORD RETENTION POLICY

	Type of Document
Permanently	Audit Reports Checks for Important Payments and Purchases Contracts that are in effect Deeds, Mortgages, and Bills of Sale Correspondence - legal and important matters Depreciation Schedules Year End Financial Statements Insurance Records, current accident reports, claims, policies Board of Directors Meeting Books By Laws Charters Retirement and Pension Records Tax Returns and Worksheets Trademark Registrations and Copyrights Articles of Incorporations Loan Documents and Notes Annual Reports Federal Income Tax Form 990 and working papers Individual Employee Records Payroll Book
10 Years	Client Contracts Grant Agreements Workers Compensation Claims
7 Years	Accounts Payable and Receivable Ledgers and Schedules Expires Contracts, Mortgages, Notes, and Leases Expense Analyses/Distribution Schedules Inventories of Products, Materials, and Supplies Invoices to Customers and From Vendors Payroll Records and Summaries Personnel Files for Terminated Employees Time Sheets Withholding Tax Statements Garnishments I-9's for Current Employees Cash Disbursement Records Financial Statements - Monthly and Quarterly Terminated Leases Tax Withholding Statements (W-2)
4 Years	Billings for Services Employee Travel and Expense Reports

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3 Years

Bank Statements and Reconciliations
Employment Applications
Expired Insurance Policies
General Correspondence

1 Year

Advertisements for Job Openings, including internet
Job Applications and Resumes
Demotion Records
Terminations Records

Approved: July 2006