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
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