

Purpose:

The purpose of the Ronald McDonald House Charities of the Carolinas (RMHCC) Records Management Policy is to establish a standardized approach for the retention and disposition of all RMHCCs' records and documents. The information listed in the retention schedule below is intended as a guideline and may not contain all the records of the Ronald McDonald House Charities of the Carolinas that may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Executive Director or the Board President.

From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the Executive Director.

Contact Information: Contact information for the current Executive Director or the Board President is available at www.rmhc-carolinas.org

Record Retention and Destruction Policy

Last Updated: 9/6/2022

Corporate Records	Retention Period
Bylaws and Articles of Incorporation	Permanent
Corporate resolutions	Permanent
Board and committee meeting agenda and minutes	Permanent
Conflict-of-interest disclosure forms	4 Years
Finance and Administration	Retention Period
Financial statements (audited)	Permanent
Auditor management letters	Permanent
Payroll records	Permanent
Journal entries	Permanent
Check register and checks	7 Years
Bank deposits and statements	7 Years
Solicitation License applications	7 Years
Chart of accounts	7 Years
Expense reports	7 Years
General ledgers and journals (including bank reconciliations, fund accounting by month, payout allocations, securities lending, single fund allocation, trust statements)	7 Years
Accounts payable ledger	7 years
Investment performance reports	7 Years
Investment consultant reports	7 Years
Investment manager correspondence	7 Years
Equipment files and maintenance records	7 Years after disposition
Contracts and agreements	7 Years after obligations end
Investment manager contracts	7 Years after all obligations end
Correspondence – general	3 Years
Insurance Records	Retention Period
Policies – occurrence type	Permanent
Policies – claims-made type	Permanent
Accident reports	7 Years
Fire Inspection Reports	3 Years
Safety (OSHA) reports	7 Years
Claims (after settlement)	7 Years
Group disability records	7 Years after end of benefits
Real Estate	Retention Period
Deeds	Permanent
Leases (expired)	7 Years after all obligations end
Mortgages, security agreements	7 Years after all obligations end
Purchase agreements	7 Years after disposition requirements

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Tax	Retention Period
IRS determination, correspondence	Permanent
IRS Form 990s	Permanent
Withhold tax statements	7 Years
Correspondence with legal counsel or accountants	7 Years after return is filed
Timesheets	3 Years
Donor Services	Retention Period
Fund agreements (paper and digital copies)	Permanent
Foundation funding request, correspondence, and reports (funding received)	7 Years after expiration
Declined/withdrawn grant applications	3 Years
Consulting contracts	3 Years after all obligations end
Donor records and acknowledgment letters	7 Years
Human Resources	Retention Period
Employment and termination agreements	Permanent
Retirement plan benefits (plan descriptions, plan documents)	Permanent
Employee Handbooks	Permanent
Workers comp claims (after settlement)	7 Years
Employee personnel files	5 Years after termination
Employment offer letter	5 Years after all obligations end
Technology	Retention Period
Software licenses and support agreements	7 Years after all obligations end
General Administration	Retention Period
Correspondence- Executive Director and general	7 Years