



Records Retention and Destruction

Purpose: The purpose of this policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by Olympic Community of Health (OCH) or are of no value are discarded at the proper time.

Policy:

1. The Director of Administration (the “Administrator”) is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for OCH; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.
2. At a minimum, all OCH records are maintained either in electronic format on the OCH OneDrive for at least as long as required by law, or longer at the discretion of the Administrator. Whenever practicable or advisable, OCH will also maintain a physical copy of records.
3. Besides the Administrator, OCH employees shall not destroy records. However, they may move records to designated “Archive” folders. The Administrator will be charged with the safe destruction and disposal of records and will maintain a record of document disposal.
4. In the event OCH is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning OCH or the commencement of any litigation against or concerning OCH, they will inform the Administrator and any further disposal of documents shall be suspended until such time as the Administrator, in consultation with members of the Board of Directors, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.
5. Some financial records are maintained by our contracted CPA firm, Gooding, O’Hara and Mackey. Such items are marked with an asterisk.
6. The following Records Retention Schedule indicates the minimum requirements for retention (source: [https://www.sos.wa.gov/_assets/archives/recordsmanagement/sggrrs-summary-of-changes-v.6.0-\(june-2016\).pdf](https://www.sos.wa.gov/_assets/archives/recordsmanagement/sggrrs-summary-of-changes-v.6.0-(june-2016).pdf)):

Records Retention Schedule	
Type of Document	Minimum Requirement
Accounts payable/receivable ledgers and schedules*	-
Annual 990 Form	Permanently
Articles of Incorporation	Permanently
Audit reports	Permanently
Bank reconciliations*	-
Bank statements	3 years

Records Retention Schedule	
Type of Document	Minimum Requirement
Budgets	3 years
Bylaws and charters	Permanently
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts and amendments (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Duplicate deposit slips	3 years
Employment applications	2 years
Employment eligibility (I-9 forms)	3 years after date of hire or 1 year after separation from agency, whichever is later
Expense analyses/expense distribution schedules	7 years
Expense reports	7 years
Year-end financial statements	Permanently
Financial transactions	6 years after
General and subsidiary ledgers*	-
Governing body records (Board of Directors, executive committee, finance committee. Any policy-making body.)	6 years after end of calendar year
Grant records	6 years after end of funding period and completion of all grant requirements
Journal entries*	-
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Invoices (to customers, from vendors)	7 years
Meetings (staff, internal committees)	2 years after calendar year end
Payroll records and summaries	7 years
Personnel files	6 years from date of separation
Petty cash records	7 years
Purchase orders	7 years
Retirement and pension records	Permanently

Records Retention Schedule

Type of Document	Minimum Requirement
Strategic plans	Until no longer needed for agency business
Tax returns and worksheets*	-
Timesheets	7 years
Withholding tax statements	7 years
Work plans	2 years from completion of plan