

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Document Retention Policy
CLASSIFICATION: Executive
POLICY NUMBER: 09-01(1)-EX
DEPARTMENT COORDINATOR: Operations
DRAFTED BY: Jennifer Murphy
DATE SUBMITTED (INITIAL): January 19, 2009
DATE APPROVED: January 19, 2009
APPROVED BY: Board of Trustees
AMENDED:
SUNSET: 2015

PURPOSE: To specify how important documents (hardcopy, electronic or other media) should be retained, protected and eligible for destruction.

POLICY: The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 to file for tax-exempt status	Permanent
Letter of Determination granting tax-exempt status	Permanent
By Laws	Permanent
Board Policies & Procedures	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Annual Corporate Filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies & Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers	7 Years
Business Expense Documents	7 Years
Bank Deposit Slips	7 Years
Cancelled Checks	7 Years
Invoices	7 Years
Investment Records	7 Years
Property & Asset Inventories	7 Years
Petty Cash Receipts & Documents	3 Years
Credit Card Receipts	3 Years

Tax Records

Annual 990 Tax Filings	Permanent
Annual 1099 Report Filings	Permanent
Payroll Registers	7 Years
Payroll Tax Withholdings	7 Years
Earnings Records	7 Years
Payroll Tax Returns	7 Years
W-2 Statements	7 Years

Personnel Records

Employee Offer Letters	Permanent
Confirmation of Employment Letters	Permanent
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Applications & Resumes	7 Years After Termination
Promotions, Demotions, Letters of Reprimand & Termination	7 Years After Termination
Job Descriptions & Performance Goals	7 Years After Termination
Workers' Compensation Records	5 Years
I-9 Forms	5 Years After Termination
Time Reports	3 Years After Termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Dispersements & Denials	Permanent

FINANCIAL IMPACT: Minimal.