



Stop Hunger Now

Records Retention Policy

Stop Hunger Now (SHN) should follow standard policies for the retention of accounting and legal records so that they will be available when needed.

Definitions:

Records Retention Policy means a general Board resolution adopted to guide the company in the types of records that should be retained and the years for which they should be retained, and an internal Policy and Procedures outlining the specific documents coming under the broad categories and assigning the responsibility of each department to retain those records

Board means the Board of Directors.

Director means an individual member of the Board of Directors.

Staff Member means a person who received all or part of his/her income from the payroll of Stop Hunger Now.

SHN is **Stop Hunger Now**, Inc.

Policy: SHN shall adopt internal policies to retain records as follows:

Document	How Long To Keep
Articles of Incorporation, amendments, bylaws	Permanently
Certificate of Incorporation and corporate records to the state	Permanently
Tax returns	Permanently
Work sheets and related backup documents for tax returns	7 years
Minutes	Permanently
Annual corporate reports	Permanently
Property records	Permanently
Contracts and leases in effect	Permanently
Insurance policies (including expired policies)	Permanently
Insurance letters/correspondence	Permanently
Audit reports of CPAs and financial statements	Permanently
Employment Applications (for current employees)	Permanently
Bank statements and reconciliations	7 years
Canceled checks for standard transactions	7 years
Invoices from vendors	7 years
W-2 or 1099 forms	7 years
Housing Allowance forms	7 years
Business correspondence	3 years
Employee personnel records (after terminations)	3 years
State solicitation licenses	Permanently

2/3/2012

Page 1 of 2

SHN will adopt internal Policies and Procedures that update the list of records when needed, assign departments with the responsibility of maintaining them, taking into account where the files will be kept, in what form, how secure those files will be, and the conditions under which the files will need to be stored.