

Record Retention Policy
Lawrenceville Cooperative Ministry, Inc.
(Approved April 2009; Amended May 2015)

Resolved, that the Lawrenceville Cooperative Ministry (the Co-Op) shall retain documents of the types noted below for the periods stated, after which said documents shall be destroyed in a manner that protects their confidentiality:

7-Year Retention

- Records of former employees
- Donor records
- Bank statements
- Deposit records and cancelled checks
- Expense reimbursement records
- Payroll records
- Inactive client files

Permanent Retention

- Articles of Incorporation
- Other incorporation records
- Bylaws
- Minutes of Board meetings
- Reports of Audit Committee
- Important Legal Correspondence
- Deed to building and all records associated with its purchase
- Mortgage documents
- Insurance policies and records associated with claims
- 990 tax returns
- End-of-year financial statements

And be it further resolved, that the normal schedule for routine document destruction set forth above shall be halted immediately upon notification that the Co-Op is under investigation by any governmental agency or if possible litigation involving the Co-Op becomes likely. When routine document destruction has been halted in this regard, it shall not be resumed without approval by the Board of Directors.