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Policy on Document Retention, Destruction, and Protection

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Principles

1. TrustAfrica is firmly committed to the principles of accountability, transparency and good governance
2. All of TrustAfrica's documents, reports and records (hardcopy online or other media) must be retained for a period of time that is in accordance with the law and in line with TrustAfrica's commitment to accountability.
3. All documents must be promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

All documents must be retained for the specified periods of time noted in the tables below. At least one copy of each document must be retained according to the applicable schedule.

Corporate Records

1. Article of Incorporation	Permanent
2. IRS Letter of Determination Regarding on 501(c)(3) Status	Permanent
3. By Laws	Permanent
4. Board Policies, Resolutions and Minutes	Permanent
5. Sales Tax Exemption Documents	Permanent
6. Tax or Employee Identification Number Designation	Permanent

Financial Records

1. Chart of Accounts	Permanent
2. Fiscal/Accounting Policies and Procedures	Permanent
3. Audit Reports	Permanent
4. Financial Statements	Permanent
5. General Ledger	Permanent
6. Check Registers/Books	7 Years
7. Business Expense Documents	7 Years
8. Bank Deposit Slips	7 Years
9. Cancelled Checks	7 Years
10. Invoices	7 Years
11. Investment Records (Deposits, Earnings, Withdrawals	7 Years
12. Asset Inventories	7 Years
13. Petty Cash Receipts/Documents	7 Years
14. Credit Card Receipts	7 Years

Tax Records

1. Annual Filing of IRS Form 990	Permanent
2. Payroll Registers	Permanent
3. Filings of Fees Paid to Professionals	7 Years
4. Payroll Tax Withholdings	7 Years
5. Earnings Records	7 Years
6. Payroll Tax Returns	7 Years
7. W-2 Statements	7 Years

Personnel Records

1. Employee Contract Letters	Permanent
2. Confirmation of Employment Letters	Permanent
3. Benefits Descriptions per Employee	Permanent
4. Pension Records	Permanent
5. Employee Applications and Resumes	7 Years after Termination
6. Promotions, Demotions, Reprimand, Termination	7 Years after Termination
7. Job Descriptions	7 Years after Termination
8. Compensation Records	7 Years
9. Salary Ranges per Job Description	7 Years
10. Time Sheets	7 Years

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 Payments / Denials	Permanent

Contracts

1. All insurance Contracts	Permanent
2. Employee Contracts	Permanent
3. Construction Contracts	Permanent
4. Legal Correspondence	Permanent
5. Loan and Mortgage Contracts	Permanent
6. Leases and Deeds	Permanent
7. Vendor Contracts	7 Years
8. Warranties	7 Years

Donations / Funder Records

1. Grant Contracts	Permanent
2. Donor Lists	7 Years
3. Grant Applications	7 Years
4. Donor Acknowledgements	7 Years

Management Plans and Procedures

1. Strategic Plans	7 Years
2. Staffing, Programs, Marketing, Finance, Fundraising and Evaluation Plans	7 Years
3. Vendor Contacts	7 Years
4. Disaster Recovery Plan	7 Years

Document Protection

All TrustAfrica documents (hardcopy, online or other media) must be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup documents are included.

Document Destruction

Hardcopies of all TrustAfrica documents must be destroyed by shredding after they have been retained until the end specified in the Document Retention Schedule. Online copies must be destroyed by fire or other appropriate means to destroy such media after they have been retained until the end specified in the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel must be provided within 5 working days. The Board Chair and Executive Director will authorize provision. No documents must be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.