

**GOODWILL INDUSTRIES OF THE SOUTHERN RIVERS, INC.
DOCUMENT RETENTION AND DESTRUCTION POLICY**

The corporate records of Goodwill Industries of the Southern Rivers, Inc. and PowerWorks Industries, Inc. are important assets. Corporate records include essentially all records you produce as an employee, whether paper or electronic. A record may include but is not limited to a memorandum, an e-mail, a contract, a computerized desk calendar, or an expense record.

The law requires that certain records be maintained for a specified period of time. Goodwill Industries of the Southern Rivers, Inc. and PowerWorks Industries, Inc. will retain and dispose of documents as follows:

| Figure 1. Document Retention & Destruction Schedule | | | | |
|---|--|--|--|---|
| | Description of Records | Manner of Record Keeping | Retention Period | Disposition |
| General | Correspondence | Compile and store current correspondence in appropriate subject files or in accordance with general corporate filing guidelines. | Two Years. This period may be increased or shorten depending upon importance to daily business activities. | Archive only correspondence important to business activities. Useless documents should be recycled or shredded. |
| Financial | Accounts payable ledgers and schedules | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Archive with financial records and shred after three years of storage. |
| | Accounts receivable ledgers and schedules | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Archive with financial records and shred after three years of storage. |
| | Annual information returns (IRS Forms 990) | Federal law requires that the three most recent years returns be kept in the organization headquarters and be made available for public inspection | Permanent. Store with financial records. | Archive with financial records at the end of the retention period. |
| | Audit reports | Compile and file records on | Permanent. Store with | Archive with financial records at the end of the retention period. |

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| | Description of Records | Manner of Record Keeping | Retention Period | Disposition |
|--|---|--|--|--|
| | | an annual basis. | financial records. | |
| | Banking statements, check images and reconciliations | Compile and file records on an annual basis. | Three Years. Store with financial records. | Shred at the end of the retention period. |
| | Chart of accounts | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Depreciation schedules | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Duplicate deposit slips | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | General/private ledgers, year-end trial balances | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Journal entries | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Notes receivable ledgers and schedules | Compile and file records on an annual basis | Permanent. Store with financial records. | Archive with financial records at the end of the retention period. |
| | Payroll records and summaries | Compile and file records on an annual basis | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Petty cash vouchers | Compile and file records on an annual basis | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Property records including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans | Compile and file records on an annual basis | Permanent. Store with financial records. | Archive with financial records at the end of the retention period. |

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|------------------------|---|--|---|--|
| | Tax returns, worksheets, and revenue agents' reports | Compile and file records on an annual basis | Permanent. Store with financial records. | Archive with financial records at the end of the retention period. |
| | Vouchers (invoices) for payments to vendors, employees, etc. | Compile and file records on an annual basis | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| | Withholding tax statements | Compile and file records on an annual basis. | Seven Years. Store with financial records. | Shred at the end of the retention period. |
| Governance | Board of Directors minutes, notes and reports from all years. | Compile and file records on an annual basis. | Permanent. Store with other corporate records. | Archive with financial records at the end of the retention period. |
| | Governing documents including articles of incorporation, bylaws, amendments, membership and other related documents | File documents with other corporate records. | Permanent. Store with other corporate records. | Archive with corporate records at the end of the retention period. |
| Grants | Proposals, original contract agreements, supporting data, accounting documents, financials, subrecipient policy reports, time cards invoices for payments to subawardees, subaward agreements, procurement documents, A-133 audits and related correspondence | Compile and file records on an annual basis. | Three Years. Store with other grant records. | Archive with grant records for three years at the end of the retention period following the filing of the closing report and acceptance by the funding agency. |
| Human Resources | Employment applications of | Compile and file records on | Twelve Months. Store | Shred at the end of the retention period. |

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| | Description of Records | Manner of Record Keeping | Retention Period | Disposition |
|--------------|---|--|--|--|
| | applicants not hired | an annual basis. | with other human resources records. | |
| | Personnel files (from date of termination) | Compile and file records on an annual basis. | Seven Years. Store with other human resources records. | Shred at the end of the retention period. |
| | Retirement records | Compile and file records on an annual basis. | Permanent. Store with other human resources records. | Archive with human resources records at the end of the retention period. |
| | Insurance policies (expired) | Compile and file records on an annual basis. | Three Years. Store with other human resources records. | Shred at the end of the retention period. |
| | Insurance records, current accident reports, claims | Compile and file records on an annual basis. | Permanent. Store with other human resources records. | Archive with human resources records at the end of the retention period. |
| | Garnishments | Compile and file records on an annual basis. | Seven Years. Store with other human resources records. | Shred at the end of the retention period. |
| Legal | Business associate agreements and other HIPAA related documents | Compile and file records on an annual basis. | Six Years. Store with other relative legal records. | Shred at the end of the retention period. |
| | Correspondence (provided no ongoing/ outstanding issues) | Compile and file records on an annual basis. | Five Years. Store with other relative legal records. | Shred at the end of the retention period. |
| | Deeds, mortgages, bills of sale and relative correspondence | Compile and file records on an annual basis. | Permanent. Store with other legal records. | Archive with legal records at the end of the retention period. |
| | Commercial contracts and related documentation | Compile and file records on an annual basis. | Six Years. Store with other relative legal records. | Shred at the end of the retention period. |
| | Government | Compile and | Three Years. | Shred at the end of the retention period. |

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|-------------------|---|--|--|---|
| | contracts and related documentation | file records on an annual basis. | Store with other relative legal records. | |
| | Financing documents, credit agreements and loan commitments | Compile and file records on an annual basis. | Seven Years. Store with other relative legal records. | Review at the end of the retention period to determine if documents should be archived or shredded. |
| | Litigation files | Compile and file records on an annual basis. | Permanent. Store with other legal records. | Archive with legal records at the end of the retention period, as some precedence could be established that could govern how certain issues are conducted presently and/or in the future. |
| Marketing | Annual reports, brochures, newsletters (limited copies), and PSAs | Compile and file records on an annual basis. | One Year. Store with other marketing materials. | Archive with marketing materials at the end of the retention period. |
| | Photographs and/or corporate videos with identified or identifiable people, places and/or events. No current photos and/or videos will be collected that do not have HIPAA clearance – must have a signed release | Compile and file records on an annual basis. | As needed. Store with other marketing materials. | Archive only desired marketing materials at the end of the retention period. |
| | Releases, authorizations and/or permission-granting documents | Compile and file records on an annual basis. | As needed. Store with other marketing materials. | Archive only desired marketing materials at the end of the retention period. |
| Operations | Inventories of products, materials and supplies | Compile and file records as inventories are performed. | Seven Years. Store with other operations documents. | Discard at the end of the retention period |
| | Property insurance policies/records | Compile and file records on an annual basis. | Permanent. Store with other operations documents. | Archive with marketing materials at the end of the retention period. |
| | Records relating to each occupational | | Five Years. Store with other operations | Shred at the end of the retention period. |

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| | Description of Records | Manner of Record Keeping | Retention Period | Disposition |
|--|---|--|---|---|
| | injury or illness, including annual summary and other OSHA forms. | | documents. | |
| Rehabilitation/ Workforce Development | Case Records | Compile and file records on an annual basis. | May vary from 2 to 6 years. Retained as required by the funding source. | Shred at the end of the retention period. |

Annually, the Corporate Compliance Officer will report to the audit committee a retention and destruction update at the Audit Exit meeting.

Date Adopted: 11/18/05
Amended by Board on 3/27/09 and Effective 4/1/09