

**Society Development Center (SODEC)**  
**Khandbari, Sankhuwasabha**  
**Document Retention/Destruction Policy, 2020**

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

### Document Retention Schedule

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:

Organization registration certificate to District Administration Office	Permanent
Organization affiliation certificate to Social Welfare Council	Permanent
Permanent Account Number registered to Inland Revenue Department	Permanent
Tax exempt certificate by Inland Revenue Department	Permanent
Constitution, policies and by-Laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Strategic plans	Permanent
Organization profile	Permanent
Organization fact sheet	Permanent
Monitoring reports by authorities	Permanent

### Reports and Financial Records

Fiscal Policies and Procedures	Permanent
Financial statements	Permanent
General Ledger	Permanent
Fixed assets documents	Permanent
Annual tax clearance letters to the organization	Permanent
Audit reports	5 years
Progress reports	7 years
Check registers/books	5 years
Bank deposit slips	5 years
Cancelled checks	5 years
Invoices	5 years
Investment records (deposits, earnings, withdrawals)	5 years
Property/asset inventories	5 years
Petty cash receipts/documents	3 years

## Personnel Records

Employee offer letters	3 years after termination
Confirmation of employment letters	3 years after termination
Benefits descriptions per employee	3 years after termination
SSF records	3 years after termination
Employee applications and resumes	3 years after termination
Promotions, demotions, letter of reprimand, termination	3 years after termination
Job descriptions, performance goals	3 years after termination
Workers' Compensation records	3 years
Salary ranges per job description	3 years
Time reports	3 years after termination

## Insurance Records

Property Insurance policy	Permanent
Directors and Officers Insurance policy	3 years after expiry date
Workers' Compensation Insurance policy	3 years after expiry date
General Liability Insurance policy	3 years after expiry date
Insurance claims applications	3 years after expiry date
Insurance disbursements / denials	3 years after expiry date

## Contract s

Donors' contracts	3 years after termination
Staffing and programs	3 years after termination
Employee contracts	3 years after termination
Legal correspondence	3 years
Loan / mortgage contracts	3 years after termination
Rental contracts	3 years after termination

## Donors' Records

Grant dispersal contract	7 years after project termination
Donor lists	7 years after project termination
Grant applications	7 years after project termination
Donor acknowledgements	7 years after project termination

## Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

**Document Destruction**

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

**Provision of Documentation for Investigations or Litigation**

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