



MASTER GARDENER FOUNDATION OF KITSAP COUNTY RECORD RETENTION POLICY

POLICY

This policy establishes guidelines for the retention of Foundation records. The record retention period for each type of Foundation document is listed in Table 1. A backup method is described.

GUIDELINES

The Foundation will retain all Foundation records for at least 6 years per the Memorandum of Agreement between the WSU Kitsap County Extension and the Foundation. The IRS Publication 4221-PC, "Compliance Guide for 501(c)(3) Public Charities", identifies permanent retention of certain documents. Additionally, the Board may desire longer retention periods than required by other authorities.

In accordance with the Foundation By-Laws, Article 5, section 5.5.3, the Secretary will serve as Custodian of the corporate records of the Foundation.

All paper records that are not available electronically will be stored in the designated MGFKC storage space at the WSU Extension Office.

All electronic media will be stored on three flash drives to ensure safe retention of the Foundation records. One flash drive each will be retained by the President and by the Secretary and a third will be stored at the WSU Extension office in the designated MGFKC storage space. All electronic files will be protected from update by activating the Read Only property. A copy of the file must be made to amend living documents such as By-Laws and Policies.

Current By-Laws and Policies and some Board minutes and Newsletters are posted on the Foundation web site; however, this site is not a backup site and recovery of documents lost due to hardware failures or errors is not guaranteed.

PROCEDURES

- On an ongoing basis, Board members and Committee Chairs will submit newly created or amended documents and files of the types described in Table 1 to the Secretary for retention .
- On September 30th of each year, the person who has been serving as Secretary will ensure that each flash drive is updated by adding new files created during the year and will ensure that each drive is a mirror image of the others. A current flash drive will be provided to the incoming President and to the incoming Secretary if applicable.
- On an annual basis, the Secretary will dispose of documents older than the retention requirement described in Table 1 below.
- This policy will be reviewed every three years. During policy review, the Board will determine whether any electronic files require conversion to a more current software version and ensure that the conversion occurs.

Adopted: March 2, 2011

Reviewed: NA

TABLE 1

| Document Type | Retention Period/Authority | Notes |
|---|---|---|
| Board Meeting Minutes | Permanent/IRS | Secretary will store a paper copy of all minutes in notebooks in the designated storage space at the Extension Office. Electronic minutes will be stored on all flash drives. |
| By-Laws & Amendments | Permanent/IRS | President will provide Secretary and Web Master with copies of revised files. Secretary will retain a history of changes. |
| Board Manual Documents: Table of Contents, MOA, guides, etc.) Application for recognition of tax-exempt status & the determination letter recognizing tax-exempt status | Current only/Foundation Preference Permanent/IRS | President will provide Secretary with copies when files are revised. |
| Board Policies and Revisions | Permanent/Foundation Preference | President will provide Secretary and Web Master with copies of revised files. Secretary will retain a history of changes. |
| Committee Documents (Year End Reports, Fund Raiser Event Reports, Photos, Correspondence etc.) Election Ballots | Permanent/Foundation Preference One Year | Monthly committee reports are part of the monthly minutes and will not be stored separately. |
| Forms, Templates, Images, and Labels | Current Only/Foundation Preference | Examples: Attendance forms, Audit report forms, Certificate of Appreciation template, letterhead, etc. |
| Photos | Permanent | |

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| Miscellaneous (Presentations, reference lists, news articles, etc.) | Permanent | |
| Treasurer's Data <ul style="list-style-type: none"> • Year End Report • Budget • Tax Returns • Insurance Policies • Bank Statements • Check images • Investment Portfolio • Receipts and Reimbursements | 6 years per MOA (Tax Returns, per IRS, must be retained three years after the date the return is due or filed, whichever is later.) | Monthly Treasurer's reports are part of the monthly minutes and will not be stored separately. |
| Treasurer's Quicken Software backups | One year/ Foundation Preference | Treasurer maintains current backup. Copy of Quarterly backup is provided to Secretary. |
| Website Information (Provider, Administrator, domain name, ID/password, etc.) | Current Only/Foundation Preference | Web Master will advise President and Secretary of changes. The ID and Password are PRIVATE data and will not be stored on the backup flash drives. |
| WSU MG Horticulture Advisor Reports. | Permanent/ Foundation Preference | Provided to Secretary for retention in monthly Board meeting or Annual Meeting minutes. |