

AIM at Melanoma
Document Retention & Destruction Policy

This Document Retention & Destruction Policy identifies the record retention responsibilities for AIM at Melanoma's documents and records. AIM at Melanoma is required to honor the following rules:

DOCUMENTS TO RETAIN PERMANENTLY

- Articles of Incorporation
- Bylaws
- Other Incorporation Documents
- Form 1023 and/or 1024
- Employer Identification Number Determination Letter
- The IRS/State Determination Letter and the Related Documents
- Contracts and Leases Still in Effect
- Retirement and Pension Records
- Staff Personnel Records
- Tax Returns and Worksheets, Revenue Agent Reports, and Other IRS, State or Local Governmental Determinations
- Trademark Registrations and Copyrights
- Patents and Related Papers
- Audit Reports
- Deeds, Mortgages, and Bills of Sale
- Depreciation Schedules
- Year-End Financial Statements with a copy of the General Ledger for the year
- Insurance Records, Current Accident Reports, Claims, Policies, and so on
- Legal and Important Matters Correspondence
- Donation Records of Endowment Funds and/or Significant Restricted Funds

DOCUMENTS TO RETAIN FOR 10 YEARS

- Bank Statements & Reconciliations
- Accounts Payable Ledgers and Schedules including bills from Vendors
- Contracts, Mortgages, Notes, and Leases (Expired) from the date of Expiration
- Inventory Records
- Accounts Receivable Ledgers and Schedules including Invoices (To Customers)
- Payroll Records
- Personnel Files for Terminated Employees
- Timesheets
- Withholding Tax Statements (example IRS Form 940 and 941)
- Expense Analyses/Expense Distribution Schedules
- Cancelled checks for those items not listed under "Documents To Retain Permanently"
- Donation Records
- Duplicate Deposit Slips
- Journals
- Sales Records

DOCUMENTS TO RETAIN FOR 4 YEARS

- Correspondence – General

DOCUMENTS TO RETAIN FOR 3 YEARS

- Internal Reports – Miscellaneous
- Employment Applications
- Purchase Orders
- Volunteer Records