

STATE ASSOCIATION OF FIRE AND EMERGENCY DISTRICTS DOCUMENT RETENTION POLICY

This is the document retention policy of the Texas State Association of Fire and Emergency Districts (SAFE-D).

SAFE-D shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including emails) and voice mail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities. Any employee of SAFE-D, or any other person who is in possession of records belonging to SAFE-D who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from SAFE-D's Document Retention Policy (DRP) manager who is Cliff Avery or his designee.

In accordance with 18 U.S.C. §1519 and the Sarbanes Oxley Act, SAFE-D shall not knowingly destroy a document with the intent to obstruct or influence an investigation or proper administration of any matter within the jurisdiction of any department, agency of the United States or in relation to or contemplation of such matter or case. If an official investigation is under way or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, SAFE-D has the following document retention policy:

TYPE OF RECORD AND SPECIFIC RECORD RETENTION PERIOD

Accounting Records

Annual financial statements - Permanent
Monthly financial statements - 3 years
General ledger - 20 years
Annual audit records - 10 years
Journal entries - 8 years
Special reports - 8 years
Canceled checks - 8 years
A/P paid invoices - 8 years
Business expense records - 8 years
Credit card receipts - 3 years
Cash receipts - 3 years
A/R invoices - 8 years
Data for acquired/divested assets - Permanent
Data for nonacquired/nondivested assets - 5 years
Accounts payable - 7 years
Accounts receivable - 7 years
Audit reports - 7 years
Chart of accounts - Permanent
Expense records - 7 years
Inventory records - 7 years
Loan documents - 7 years after final payment
Purchase orders - 7 years
Sales records - 7 years
Stop payment orders - 3 years
Bank reconciliations - 3 years

Tax Records

Federal tax returns (not payroll) - Permanent
State & local tax returns - Permanent
Form 990 & supporting documentation - Permanent
Form 990-T & supporting documentation - Permanent
Supporting documentation for taxes - 4 years
City & State excise tax reports & supporting documentation - 5 years (or longer if designated by state law)
Unclaimed property filings & supporting documentation - 6 years (or longer if designated by state law)
1099 forms - 8 years
Magnetic tape & similar records - 1 year
Payroll taxes (W2, W3) - Permanent
Payroll taxes (Form 941, state withholding forms, state unemployment returns) - 8 years (or longer if designated by state law)

Payroll Records

Wage rate tables - 3 years
Cost of living tables - 3 years
Wage - 6 years
Salary - 6 years
Payroll deductions - 6 years
Time cards or forms - 5 years
W-2 forms - 8 years
W-4 forms - 8 years
Garnishments - 4 years after termination
Payroll registers - Permanent
State employment forms - 4 years
State unemployment tax records - Permanent
Cancelled payroll checks - 8 years
Deductions register - 8 years
Earnings records - 8 years
Changes or adjustments to salary - 8 years

Insurance Records

Policies (including expired) - Permanent
Claims for loss/damage, accident reports, appraisals - 5 years

Workplace Records

Incorporation records (including Bylaws) - Permanent
Meeting minutes - Permanent
Policy statements - Permanent
Employee directories - 5 years

Legal Records

General Contracts - 3 years after termination
Real estate contracts & records - Permanent
Personal injury records - 8 years
Trademark registration - Permanent
Copyright registration - Permanent
Patents - Permanent
Litigation claims - 5 years following close of case
Court documents & records - 5 years following close of case
Deposition transcripts - 5 years following close of case
Discovery materials - 3 years following close of case
Leases - 6 years after termination

Personnel Records

Employment applications (persons not hired) - 1 year

Employment applications (persons hired) - 3 years following termination of employment

Employee resumes & employment history - 3 years following termination employment

Evaluations - 3 years following termination of employment

Promotions, raises, reclassifications & job descriptions - 5 years following termination of employment

Disciplinary warnings, demotion, lay-off & discharge - 5 years following termination of employment

Employment & termination agreements - Permanent

Beneficiary information - Permanent

Medical and safety records - 6 years

Accident reports - 6 years

Education assistance - While employed

Sick leave benefits - While employed

Retirement plans - Permanent