

	<p align="center">Policy Number 02-2016</p>
<p align="center">Administrative Policy RECORDS RETENTION POLICY AND GUIDELINES</p>	<p align="center">Issued: October 3, 2016</p>

I. Objective

To ensure that records and documents produced by the Military Interstate Children's Compact Commission (MIC3) are adequately protected.

II. Applicability

This policy applies to all physical and electronic records produced by MIC3. Records and documents produced by the Council of State Governments (CSG) on behalf of its Affiliates are maintained in accordance with policies and procedures established by CSG. See Schedule B. This policy is not applicable to records or documents produced by member states which are maintained in accordance with policies and procedures established by their respective states.

III. Administration

The Executive Director in conjunction with the CSG is responsible for the implementation and administration of the record retention schedule shown in Schedule A.

IV. Suspension of Record Disposal in the Event of Litigation or Claims

In the event MIC3 becomes party to a court action, a government investigation, or audit, the disposal of any and all records and documents shall be suspended until such time as the Executive Director, with the advice of counsel, determines otherwise.

V. Record Keeping

When an employee disposes records in accordance with the schedule outlined in Schedule A, the employee shall prepare a written log identifying the records and documents destroyed, the date destroyed and by whom. The logs are to be maintained by the Executive Director.

VI. SCHEDULE A - RECORD RETENTION SCHEDULE (MIC3)

A. Financial Records

<u>Record Time</u>	<u>Minimum Retention Period</u>
Budget	5 years
Dues Documentation	5 years

Travel Reimbursements	7 years
Credit card documentation	5 years
W9s	Permanent
Audits	5 years
Hotel Contracts	3 years after expiration

B. Commission and Committee Materials

<u>Record Time</u>	<u>Minimum Retention Period</u>
Minutes	Permanent
Agendas	Permanent
Committee Rosters	Permanent
Training Materials	3 years
Toolkits	3 years
Strategic Plans	Permanent
Annual Reports	Permanent
By-laws	Permanent
Rules	Permanent
Policies and Procedures	Permanent
Audio recordings of Committee/Commission Meetings	3 years

C. Internal documents

<u>Record Time</u>	<u>Minimum Retention Period</u>
Letters/Memos	2 years
Service Contracts	3 years
Legal Documents	Permanent
Conference Materials	2 years
Directories	2 years
Presentations	3 years
Publications (brochures, guides, handouts)	2 years
Logos	Permanent
Media	3 years
Press Releases	Permanent

D. State Materials

<u>Record Type</u>	<u>Minimum Retention Period</u>
Agendas	Permanent
Council Minutes	Permanent
Commissioner Appointments	Permanent
Success/Achievements	Permanent

VII. SCHEDULE B - RECORD RETENTION SCHEDULE (CSG)

A. Personnel Records

<u>Record Type</u>	<u>Minimum Retention Period</u>
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Personnel Files (Employee Information and compensation records) I-9's	Permanent 1 yr. after termination or 3 yrs. after hire
Personnel Files (Payroll records & summaries including records related to employee's leave)	Permanent
Employee Earnings Records	Permanent
Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, training and qualification records)	Permanent
Personnel Files (terminated employees)	Permanent
Retirement and pension records	Permanent
Tax Returns and worksheets	10 years
Timesheets	Permanent
Workers Compensation	Permanent
Personnel Policies	Permanent
Job Descriptions	Permanent

B. Insurance Records

<u>Record Type</u>	<u>Minimum Retention Period</u>
Annual Loss Summaries	10 years
Claims Files (correspondence, medical records, injury documents, etc.)	10 years
Group Insurance Plans – Active Employees	10 years
Group Insurance Plans – Retirees	10 years
Insurance Policies (active and expired)	10 years

C. Payroll Documents

<u>Record Time</u>	<u>Minimum Retention Period</u>
Employee Deduction Authorizations	Permanent
Payroll Deductions	Permanent
W-2 and W-4 Forms	Permanent
Garnishments, Assignments, Attachments	Permanent
Labor Distributions Cost Records	8 years
Payroll Registers (gross and net)	8 years

D. Accounting and Finance

<u>Record Time</u>	<u>Minimum Retention Period</u>
Accounts Payable ledgers/schedules	5 years
Accounts Receivable ledgers/schedules	5 years
Audit Reports/Financial Statements	5 years
Audit Records (Including work papers and other audit related documents)	5 years
Bank Statements/Canceled Checks	5 years

Expense Reports	7 years
General Ledgers	5 years
Investment Records	5 years
Credit Card Records	5 years
Depreciation Records	5 years

E. Tax Records

<u>Record Time</u>	<u>Minimum Retention Period</u>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	5 years
Tax Bills, Receipts, and Statements	5 years
Tax Returns (income, franchise, and property)	5 years
Tax Workpaper Packages – Originals	5 years
Sales/Use Tax Records	
Annual Information Returns – Federal and State	5 years
IRS/Government Audit Records	5 years