

# Friends of Ngong Road Records Management Policy FINAL APPROVED 7/21/22



This document constitutes FONR's written mandatory records management policy in compliance with The Sarbanes-Oxley Act. The policy is intended to eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained.

The table below includes FONR's retention requirements by type of document.

<b>Category/ Type of Document</b>	<b>Location of Document</b>	<b>Minimum Requirement</b>	<b>Currently Applicable</b>
<b>Financial</b>			
Accounts payable support	Google Drive	7 years (electronic)	Yes
Audit and Form 990 support workpapers	Google Drive	7 years	Yes
Bank Reconciliations, including support	Accountant's office	3 years (hard copy)	Yes
Bank statements	Accountant's office	3 years (hard copy)	Yes
Depreciation Schedules	Google Drive	Permanently	Yes
Deposit Records	Google Drive	7 years (electronic)	Yes
Expense Analyses	Google Drive	7 years	Yes
Financial Statements (year end)	Google Drive/Website	Permanently	Yes
Internal Audit Report	n/a	3 years	No
Inventories of products, materials, and supplies	Google Drive	7 years	Yes
Invoices (renewals to sponsors)	Salesforce	Permanently	Yes
Tax returns	Google Drive/Website	Permanently	Yes
<b>General</b>			
Contracts, mortgages, notes and leases (current and expired)	Google Drive	7 years from expiration	Yes
Correspondence (legal and important matters)	Google Drive	Permanently	Yes
Correspondence (with customers)	Salesforce	Permanently	Yes
Deeds, mortgages and bills of sale	n/a	Permanently	No
Insurance policies, accident reports, claims	Google Drive	Permanently	Yes
Minute books, bylaws and charter	Google Drive	Permanently	Yes
Patents and related papers	n/a	Permanently	No
Trademark registrations and copyrights	n/a	Permanently	No

# Friends of Ngong Road Records Management Policy



Category/ Type of Document	Location of Document	Minimum Requirement	Currently Applicable
<b>Payroll</b>			
Hiring Process Documents	Google Drive	2 years	Yes
Payroll records and summaries	Paychex	7 years	Yes
Personnel files (e.g. I-9, Offer letter, performance reviews, compensation changes, etc.)	Paychex/Google Drive	7 years after termination	Yes
Retirement and pension records	n/a	Permanently	No
Timesheets	Google Drive	7 years	Yes
Withholding tax statements	Paychex	7 years	Yes