

<b>SVCF Record Retention Policy</b>		Revision Date 2/24/09	
<b>Adopted March 6, 2009</b>	<b>Definitions</b>	Jacque Matanis Office of Sandra Pfau <a href="http://www.svcfoundation.org">www.svcfoundation.org</a> <a href="http://www.svcfoundation.org">www.svcfoundation.org</a> <a href="http://www.svcfoundation.org">www.svcfoundation.org</a>	505-401-8043 703-304-1204  With pass word Public as required, private website otherwise.
<b>Record</b>	<b>Responsibility</b>	<b>Where Kept</b>	<b>Length of Retention</b>
<b>Organizational Records</b>			
Incorporation documents, including articles of incorporation, bylaws, & related documents.	Foundation Attorney (Sandra Pfau)	Corporate Records, Web Site	<b>Permanent</b>
Tax-exemption documents, including application for tax exemption (IRS Form 1023), IRS determination letter, & any related documents.	Foundation Attorney (Sandra Pfau)	Corporate Records, Web Site	<b>Permanent</b> . Federal law requires copies of these documents to be held at the organization's headquarters office. These records must be made available for public inspection upon request.
Meeting/board documents including agendas, minutes, ballots, & related documents, including Email and telephonic meeting documents.	Secretary	Corporate Secretary Files, Private Web Site	<b>Permanent</b> (passed from current Secretary to successors) Care should be taken to include only necessary information – actions taken. Do not include summaries of discussions or vote counts.
Historical Documents including copies of web pages, Bulletin articles, etc.	Secretary	SVC Archives, Web Site.	<b>Permanent</b>
Policies	Secretary	Website	<b>Permanent</b>
Copies of fund agreements	Treasurer	Corporate Records, Private Web Site	<b>Permanent, or life of the agreement plus three years.</b>
Contracts	Treasurer	Corporate Records, Private Web Site	<b>Three Years after Termination</b>
<b>Financial Records</b>			
Year End Treasurer's Report and Statement	Treasurer	Corporate Records, Web Site	<b>Permanent</b>
Periodic treasurer Reports	Treasurer	Private Web Site	<b>3 Years.</b> Store with financial returns
Annual Information Returns (IRS Form 990)	Treasurer	Accountant, private web site.	<b>Seven Years.</b> Federal law requires that the three most recent years returns be kept in the organization's headquarters office & be made available for public inspection upon request.

Bank statements, canceled checks, check registers, investment statements, & related documents.	Treasurer	Operating Records stored with accountant	<b>Seven Years.</b>
<b>Scholarship Records</b>			
Solicitations for Applicants	Accountant, Scholarship Chair	Scholarship Records	five years
Applications	Accountant, Scholarship Chair	Scholarship Records	five years
Scholarship Selection Working Papers	Scholarship Chair	Scholarship Records	five years
Correspondence with Applicants	Scholarship Chair	Scholarship Records	five years
Correspondence with Schools	Scholarship Chair	Scholarship Records	five years
Cumulative Scholarship Summary	Scholarship Chair	Summary on Public Web site, Complete on private Web Site	Permanent
<b>Donor Records</b>			
Donor Records	Accountant	Private Web Site	Permanent
Cumulative Donor gifts	Chair	Private Web site. Summary on Public Web site	Updated annually, Permanent.

Note that while this document gives guidelines for document retention and destruction, If you are aware of any possibility of litigation, no document should be destroyed until given approval by SVCF Counsel.

Reviewed and approved by the BOD  
12/04/2020