

# Afghanistan-Pakistan Women’s Economic Empowerment Inc.

## Document Retention and Destruction Policy

This Document Retention and Destruction Policy identifies the records retention responsibilities of Board of Directors, employees, volunteers, and outsiders for maintaining and documenting the storage and destruction of Afghanistan-Pakistan Women’s Economic Empowerment Inc.’s (“APWEE”) documents and records.

APWEE’s Board of Directors, employees, volunteers, and outsiders (e.g., independent contractors) are required to honor the following rules:

- Paper or electronic documents indicated under the terms for retention in the following section will be transferred to and maintained by APWEE’s Board of Directors and employees;
- All other paper documents will be destroyed after three years;
- All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (specifically, the Single Audit Act).

### Records Retention

The following table indicates the minimum requirements for records retention recommended by the National Council of Nonprofits. Note that statutes of limitations, state and government agency requirements, and federal awards and other government grants may provide for longer records retention periods.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years

Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, etc. (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years