

# Vista Policies and Procedures

Policy Name: Document Retention and Destruction  
Policy Number: BS 303  
Responsible Authority: Chief Financial Officer  
Original Effective Date: August 6, 2018  
Revision Date: October 17, 2019

## Purpose

This policy identifies the record retention responsibilities of Vista staff, volunteers, and members of the Board of Directors for maintaining and documenting the storage and destruction of the organization's documents and records.

## Scope

All Vista companies and programs.

## Procedure

Vista staff, volunteers, members of the Board of Directors, committee members, and outsiders (independent contractors via signed agreements) are required to adhere to the following rules:

1. Paper or electronic documents, as indicated under the terms for retention in the Document Retention Schedule below, will be transferred and maintained by the Director of Infrastructure and the Chief Financial Officer (CFO).
2. All other paper documents not outlined in the Document Retention Schedule below will be destroyed after three (3) years in the action of shredding or burning.
3. No paper or electronic documents will be destroyed or deleted if they are pertinent to any ongoing or anticipated government investigation or proceeding, or private litigation.
4. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

## Document Retention Schedule

| Type of Document                                  | Minimum Requirement | Responsible Authority  |
|---|---------------------|------------------------|
| Accounts payable ledgers and schedules            | 7 years             | CFO                    |
| Audit Reports                                     | Permanently         | CFO                    |
| Bank Reconciliations                              | 2 years             | CFO                    |
| Bank Statements                                   | 3 years             | CFO                    |
| Contracts, mortgages, notes, and leases (expired) | 7 years             | CFO                    |
| Contracts (still in effect)                       | Contract Period     | CFO/Compliance Officer |
| Correspondence (legal and important matters)      | Permanently         | Compliance Officer     |

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| Deeds, mortgages, and bills of sale  | Permanently | CFO                        |
| Determination letter for income tax exemption  | Permanently | CFO                        |
| Depreciation Schedules   | Permanently | CFO                        |
| Duplicate deposit slips  | 2 years     | CFO                        |
| Expense analyses/expense distribution schedules  | 7 years     | CFO                        |
| Year-end financial statements  | Permanently | CFO                        |
| Insurance records, current accident reports, claims, policies, etc. (active and expired) | Permanently | CFO                        |
| Inventory records for products, materials, and supplies                                  | 3 years     | CFO                        |
| Invoices (to customers, from vendors)  | 7 years     | CFO                        |
| Minute books, bylaws, and charter  | Permanently | CFO                        |
| Patents and related papers   | Permanently | Director of Infrastructure |
| Payroll records and summaries  | 7 years     | CFO                        |
| Tax returns and worksheets   | Permanently | CFO                        |
| Timesheets   | 7 years     | CFO                        |
| Trademark registrations and copyrights   | Permanently | Director of Infrastructure |
| Withholding tax statements   | 7 years     | CFO                        |

Chief Financial Officer Signature: \_\_\_\_\_ Date of Approval: \_\_\_\_\_