

Dispute Resolution Center of Thurston County

Board Policies & Procedures

Records Retention Policy

General:

Records should not be kept if they are no longer needed for the operation of the DRC business or required by law. Unnecessary records should be eliminated from the files consistent with retention time periods contained in this policy.

Corporate Records

The Articles of Incorporation, Bylaws, and a complete record of all Board meeting minutes shall be kept permanently in the Executive Director's or Business Manager's office. All board minutes older than three years may be kept in a secure central filing area.

Employment Documents

All documents related to the employment of an individual by the DRC, such as payroll records and personnel files, will be maintained for at least seven (7) years after the person is no longer an employee of the DRC. However, retirement and pension records will be kept permanently. Current employee documents are in the Executive Director's or Business Manager's office. Former employee documents may be maintained in a secure central filing area.

Financial and Tax Records

All business transactions, gross receipts, expense receipts, bank statements, reconciliations, deposit slips and cancelled checks will be kept on file for a period of seven (7) years.

All annual financial statements, chart of accounts, general ledger, and audit reports will be kept on file permanently. All federal tax returns and depreciation schedules will be kept on file for seven years (7) from the filing of the return. All documents concerning IRS form 1023, Application for Exemption Determination Letter, and correspondence relating to it shall be kept permanently.

All financial and tax records are stored in the Executive Director's or Business Manager's office.

Legal Records (Contracts, Insurance)

All final, executed contracts, leases, and insurance records, including accidents and claims and intellectual property documents, will be kept on file permanently in the Executive Director's or Business Manager's office. Other legal documents should be kept for seven (7) years after expiration of the agreement.

Litigation Records

Legal counsel should be consulted to determine the retention period of litigation records.

Electronic Records

All financial records, and all other electronic work files, are backed up weekly on an external drive and removed from the premises until the following download.

Donor Records

All donor records are kept permanently in an electronic database and are backed up in the cloud.

Client Mediation Records

All confidential conciliation and mediation records are kept in a secure area for seven (7) years. The current year and the previous year are kept secure in the Mediation Manager's office.

Training Records

All records of individuals trained and of training courses given are kept electronically or physically for seven (7) years.

Provision of Documentation

All documents requested and subpoenaed by legally authorized personnel will be responded to within five (5) business days. Document provision will be acted upon as quickly as possible. The Executive Director will review all requests and authorize disclosure. If the Executive Director is unavailable, records will be reviewed and authorized for disclosure by the Executive Director's designee or an Officer of the Board. No documents will be withheld, altered or destroyed with the intent of obstruction of investigation or litigation.

IRS Form 1023 will be made available for public inspection upon request.

Review

The Executive Director shall review compliance with these policies on an annual basis and take appropriate corrective actions where necessary.

Records Location and Security

Records shall be kept in a secure manner regardless of the media used.

All records are kept in the Executive Director's, Business Manager's, or the Engagement Manager's offices, unless otherwise noted. Offices shall be locked after all business hours. All staff will have a copy of the key that unlocks office doors.

Approved November 14, 2011

Updated June 21, 2018