

Emotional Health Association dba SHARE! Records Retention Policy

The purpose of this records Retention Policy is to provide employees with direction as to how long records must be retained in accordance with laws, regulations and organizational needs.

Record Description	Retention Period	Remarks
Accident reports/ claims (settled)	10 years	
Accounts Payable and Receivable ledgers and schedules	Permanently	
Audit reports	Permanently	
Bank statements and reconciliations	10 years	
Board of Directors minutes, Bylaws, Charter	Permanently	
Charts of accounts	Permanently	
Checks (cancelled except for below)	10 years	
Checks (cancelled—associated with important payments such as property purchase, special contracts)	Permanently	
Contracts, Deeds, Mortgages, Notes and Leases (expired)	10 years	
Contracts, Deeds, Mortgages, Notes and Leases (Still in effect)	Permanently	
Correspondence	10 years	
Department of Mental Health COS billing	10 years	
Depreciation schedules	Permanently	
General Ledgers	Permanently	
Insurance policies (expired)	10 years	
Insurance policies, records (current)	Permanently	
Inventories	10 years	
Invoices	10 years	
Payroll records and summaries	10 years	
Personnel files (separations, applications)	10 years	Confidential
Records of people served such as intake interviews, monthly reports, housing referrals, evaluations, etc. (SHARE! Recovery Retreat, SHARE! Collaborative Housing, etc.)	10 years	Confidential
Retirement records	Permanently	Confidential
Tax returns	Permanently	