

BIRMINGHAM ZOO, INC
DOCUMENT RETENTION AND DESTRUCTION POLICY

1. Policy and Purposes

This Policy represents the policy of the Birmingham Zoo, Inc. (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time. This retention schedule was developed using information from the City of Birmingham/Alabama Department of Archives & History, IRS regulations for Non-profits and the National Council for Nonprofits. Information from each schedule was evaluated and the destruction date was determined by identifying the destruction date with the maximum retention period.

2. Administration

Responsibilities of the Administrator. The organization’s Vice President of Finance and Administration/CFO shall be the administrator (“Administrator”) in charge of the administration of this Policy. The Administrator’s responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator’s responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

3. Document Retention Schedule

DOCUMENT TYPE	RETENTION PERIOD
ACCOUNTING & FINANCE	
Accounts Payable	7 Years
Accounts Receivable	7 Years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 Years
Canceled Checks - routine	7 Years
Canceled Checks - special, such as loan repayment	Permanent
Credit Card Receipts	3 Years
Employee/Business Expense Reports/Documents	7 Years
General Ledger	Permanent
Interim Financial Statements	7 Years

CONTRIBUTIONS/GIFTS/GRANTS	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant records	7 Years after end of Grant Period

CORPORATE AND EXEMPTION	
Articles of Incorporation & Amendments	Permanent
Bylaws & Amendments	Permanent
Minute Book, Including Board & Committee Minutes	Permanent
Annual Reports to Attorney General	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter (if applicable)	Permanent
License and Permits	Permanent
Employer Identification (EIN) Designation	Permanent

CORRESPONDENCE AND INTERNAL MEMORANDA	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate	
Hard Copy correspondence and internal memoranda relating to routine matters with no lasting significance	3 Years
Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review

ELECTRONIC MAIL (E-MAIL) TO OR FROM THE ORGANIZATION	
Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.	
E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository	Permanent, subject to review
Electronically stored documents not included in either of the above categories	2 Years

ELECTRONICALLY STORED DOCUMENTS	
Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).	
Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).	Permanent, subject to review
Electronically stored documents not included in either of the above categories	Two Years

EMPLOYMENT, PERSONNEL AND PENSION	
Personnel Records	10 Years after termination
Employee contracts	10 Years after termination
Retirement and pension records	Permanent
Employee Handbook	Permanent
Employment Applications & Supplemental forms - Unsuccessful	3 Years
I-9 Forms	3 years after Employment/1 year after termination
Time Sheets (including Leave & Attendance Records)	2 years following audit
Cumulative leave/Attendance records	6 years following separation
Payroll records - Annual Payroll earnings reports/records. Wage & Tax statements	50 years after end of tax years records were created
Payroll records documenting deduction authorization	6 years following separation
Payroll records documenting payroll deductions	2 years following audit
Employee "Cafeteria Plan" (Flexible Benefits) general information about the plan	Retain until superseded
Employee Insurance Program Enrollment applications, correspondence etc.	Retain 4 years after program terminated or employee separation
Unemployment Compensation Files	2 years following audit
Family Medical Act (FMLA) records	2 years following audit
Equal Employment Opportunity Commission Files	3 years

INSURANCE	
Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims records	Permanent

LEGAL AND CONTRACTS	
Contracts, related correspondence and other supporting documentation	10 years after termination
Legal correspondence	Permanent

MANAGEMENT AND MISCELLANEOUS	
Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policies and Procedures Manual	Current version with revision history

PROPERTY - REAL, PERSONAL AND INTELLECTUAL	
Property deeds and purchase/sale agreement	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination
Trademarks, Copyrights and Patents	Permanent

TAX	
Tax exemption documents and correspondence	Permanent
IRS Rulings	Permanent
Annual information returns - Federal and State	Permanent
Tax returns	Permanent