

PVFA Document Retention and Destruction Policy
Adopted March 14, 2017

Some documents and business records of the Ponderosa Volunteer Fire Association, Inc. are to be managed according to federal and state requirements that include security. These items (not all inclusive) are listed below:

Accounts payable & receivable ledgers and individual documentation: 7 years
Audit reports of accountants: Permanent
Audit management letters: 7 years
Bank statements: 7 years
Checks 7 years
Contracts, agreements and leases (expired): 7 years or until all obligations are fulfilled
Correspondence, general: 4 years
Correspondence related to very important legal matters: Permanently
Depreciation schedules: 7 years
Donation records of endowment funds and of significant restricted funds: 7 years
Donation records, other: 7 years
Duplicate deposit slips: 7 years
Employee personnel records (after termination): 7 years
Employment applications – those not hired and volunteers not accepted: Disposed within a year
Expense analyses and expense distribution schedules (includes allowance and reimbursement of employees, officers, etc., for travel and other expenses: 7 years
Financial statements (end-of-year): 7 years
General ledgers and end-of-year statements: 7 years
Insurance policies (expired): 3 years
Insurance records, current accident reports, claims, policies, etc.: 7 years
Internal reports, miscellaneous: 3 years
Invoices to customers: 7 years
Invoices from vendors: 7 years
Minute books of Board of Directors, including Bylaws and Articles of Incorporation: Permanently
Payroll records and summaries, including payments: 7 years
Purchase orders: 7 years
Emergency response records: 7 years
Sales records: 7 years
Scrap and salvage records: 7 years
Tax returns and worksheets, revenue reports, and other documents relating to determination of tax liability: 7 years
Voucher register and schedules: 7 years
Emails – 6 months in native form

Warning: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel.

In the event the PVFA and/or its employees/members are requested to furnish its records, and the PVFA chooses to furnish such records to a third party, the PVFA will be reimbursed for furnishing such records as follows: \$25.00 per hour for all research time plus plus \$1.00 per page for each page copied. Electronic records will also fall under this fee policy.