

RECOMMENDATION TO THE UNIVERSITY OF LOUISVILLE FOUNDATION BOARD OF DIRECTORS REGARDING DOCUMENT INTEGRITY POLICY AND RECORD RETENTION SCHEDULE

Board of Directors – June 1, 2010

RECOMMENDATION:

The President recommends the Board of Directors approve the following Document Integrity Policy and Record Retention Schedule:

Document Integrity Policy

The University of Louisville Foundation (“Foundation”) is responsible for the maintenance of documentation supporting the proper use of its resources and the private support that furthers the realization of its mission. The Foundation commits to conducting its affairs in full compliance with the law and with its own policies and procedures, including record retention requirements (see attached) established by federal, state, local, and other oversight agencies. To ensure the integrity of all Foundation documents, on an annual basis, every officer and director will affirmatively agree, in writing, to comply with this policy.


Policy

It is against Foundation policy and may be illegal to alter, cover up, falsify or destroy any document (or persuade someone else to do so) to prevent its use in an official proceeding. “Documents” in this case include written, electronic (e.g. email) and verbal (e.g. voice mail).

At the same time, it is understood that the Foundation needs to maintain appropriate records of its operations, e.g. financial records, significant contracts, employment files and fundraising obligations, as well as dispose of unnecessary, outdated, and unofficial/draft documents and files when warranted. The attached document retention schedule outlines the period of time for which the Foundation should retain specific documents.

Board Action:

Passed: _____
Did not pass: _____
Other: _____
Date: _____



Assistant Secretary

Record Retention Schedule

Record	# of Years
Organizational Records:	
Articles of incorporation and all amendments thereon	Permanent
Annual financial statements including Audit Reports	Permanent
By-laws and all amendments thereon	Permanent
Business licenses	Permanent
Correspondence	
• General	6 years
• Legal	Permanent
• Members or constituents	6 years
Federal, state and local exemption applications including related correspondence.	
• Income tax	Permanent
• Sales and use taxes	Permanent
• Personal property	Permanent
Minutes of the Board of Directors and any committee with similar responsibilities	Permanent
Mortgage loans and settlement sheets	Permanent
Patents, trademarks and other intangibles	Permanent
Training manuals	Permanent
Insurance records:	
Accident reports	6 years
Fire inspection reports	6 years
Insurance policies - property, liability, fidelity bond and similar line of coverage, Directors & Officers, etc.	6 years
Safety records	6 years
Settled insurance claims	3 years
Tax returns:	
Income tax and informational (federal, state and local)	
• Form 990-T & others	Permanent
• Form 5500	Permanent
Magnetic tape and similar records	1 year
Other Federal and state forms (Examples, 1099s, 1096, 942, etc.)	6 years
Payroll taxes	
• W2 & W3	Permanent
• Form 941	6 years
• State withholding forms	6 years
• State unemployment returns	6 years
Personal property	6 years
Sales and use	6 years
Testing and compliance documentation for employee benefit plans	6 years

Record Retention Schedule

Record	# of Years
Personnel:	
Benefit plan documents and related modifications	Permanent
Employment contracts or similar documentation, pay history and related information and payroll election form for benefits including:	
Pension*	*6 years after
Health coverage*	termination
Other benefits*	of employment
Federal forms (w-4, I-9, etc.)	6 years
Garnishment agreements and related correspondence	6 years after completion
Summary Annual Reports	Permanent
Accounting records:	
Annual budgets and approved revisions thereon	3 years
Bank reconciliation	3 years
Bank statements and related cancelled checks, bank credits and debits	6 years
Books of original entries, such as	
• Cash receipts/Accounts Receivable	6 years
• Cash disbursements/Accounts payable	6 years
• Sales	6 years
• Purchases	6 years
Chart of accounts	6 years
Contracts, leases and similar agreements – relating to purchase or sale of assets	6 years (after disposition of asset)
Contracts, leases and similar agreements – Construction, collective bargaining, affiliation and others of a similar nature	Permanent
Daily time records	6 years
Depreciation records	6 years
General and subsidiary ledgers	6 years
Internal and interim financial statements	6 years
Internal work orders	6 years
Inventory counts and related cost records	6 years
Investment custodial and advisory statements	6 years
Vendor invoices and other supporting documentation	6 years
Electronic messaging:	
Electronic mail (Applies to official email that does not fit a category above)	3 months
Voice mail (Applies to materially substantive, official voice mail that does not fit a category above)	1 month

Additionally, Director and Officers will annually submit the following attestation:

To ensure the integrity of all essential Foundation documents, I agree that I will not alter, cover up, falsify or destroy any essential Foundation document (as outlined in the above attachment). In addition, before any of the materials outlined is destroyed, I will obtain written authority from the individual responsible for the area in which the document was created. I expressly agree that I will not destroy any document that in any way relates to a potential or actual official investigation.

Signature

Date