

# CDI Document Retention Policy

- Common time periods to retain documents are 2, 7, and 10 years.
- Some documents and business records of a nonprofit should be maintained permanently, such as:
  - Articles of Incorporation
  - Determination Letter from the IRS
  - Insurance Policies
  - Minutes of Meetings
  - Resolutions

| <u>Document Type</u>                                                                                                                                                                                                                                                                   | <u>Value</u>                           | <u>Retention Requirement</u>                                                                                                                               | <u>Destruction Method</u>                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organizational founding documents (e.g. Articles of Incorporation, Bylaws, IRS Letter of Determination)                                                                                                                                                                                | Legal, historic                        | Permanently                                                                                                                                                | N/A                                                                                                                                                                      |
| Formal meeting notes (e.g. Board, Advisory Committee)                                                                                                                                                                                                                                  | Administrative, historic               | Permanently                                                                                                                                                | N/A                                                                                                                                                                      |
| Informal (handwritten) meeting notes (e.g. staff meetings)                                                                                                                                                                                                                             | Administrative                         | 2 years, or longer if topics remain relevant                                                                                                               | Recycle/scrap paper                                                                                                                                                      |
| Funded grant proposals, reports, correspondence, etc.                                                                                                                                                                                                                                  | Administrative, historic, legal        | 7 years after closure                                                                                                                                      | Shred financial and private information, or recycle/scrap; delete electronic version                                                                                     |
| Rejected grant proposals, correspondence, etc.                                                                                                                                                                                                                                         | Administrative, historic               | 2 years after rejection                                                                                                                                    | Shred financial and private information, or recycle/scrap; delete electronic version                                                                                     |
| Timesheets                                                                                                                                                                                                                                                                             | Administrative, historic, legal        | 7 years after end of employment                                                                                                                            | Shred if contains personal information, or recycle/scrap                                                                                                                 |
| Expense reports                                                                                                                                                                                                                                                                        | Administrative, historic, legal        | 7 years after end of employment                                                                                                                            | Shred if contains financial information, or recycle/scrap                                                                                                                |
| Budgets                                                                                                                                                                                                                                                                                | Administrative, historic, legal        | 7 years                                                                                                                                                    | Shred; delete                                                                                                                                                            |
| Subscriptions/memberships                                                                                                                                                                                                                                                              | Administrative, historic, legal        | 2 years after end of subscription                                                                                                                          | Shred if contains financial information, or recycle/scrap                                                                                                                |
| Employee evaluations                                                                                                                                                                                                                                                                   | Administrative, historic, legal        | 7 years while employed, 2 years after end of employment.                                                                                                   | Shred; delete                                                                                                                                                            |
| Contracts with, invoices from, vendors                                                                                                                                                                                                                                                 | Administrative, historic, legal        | 7 years after expiration/payment                                                                                                                           | Shred; delete                                                                                                                                                            |
| Workshop files <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Attendee list</li> <li>• Invoices from consultants or payment record from attendees</li> <li>• Contracts with consultants</li> <li>• Payments for food/supplies</li> <li>• General information</li> </ul> | Administrative, historic, and/or legal | <ul style="list-style-type: none"> <li>• 7 years</li> <li>• 7 years</li> <li>• 7 years</li> <li>• 7 years</li> <li>• 7 years</li> <li>• 2 years</li> </ul> | <ul style="list-style-type: none"> <li>• Recycle/scrap; delete</li> <li>• N/A</li> <li>• N/A</li> <li>• N/A</li> <li>• Shred</li> <li>• Recycle/scrap; delete</li> </ul> |

|                                                                                                                                                                      |                          |                                                                                                      |                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Topical information                                                                                                                                                  | Administrative           | 2 years, or as long as still relevant                                                                | Recycle/scrap; delete                                                                                                                       |
| Correspondence (general)                                                                                                                                             | Administrative, historic | 2 years or as long as still relevant                                                                 | Recycle/scrap; delete                                                                                                                       |
| Presentations given <ul style="list-style-type: none"> <li>• Presentations that can be reused</li> <li>• Presentations for one use</li> </ul>                        | Administrative, historic | <ul style="list-style-type: none"> <li>• 7 years</li> <li>• 2 years</li> </ul>                       | <ul style="list-style-type: none"> <li>• Recycle/scrap; delete</li> <li>• Recycle/scrap; delete</li> </ul>                                  |
| Photographs <ul style="list-style-type: none"> <li>• High quality with details of event</li> <li>• Photos missing details of event</li> <li>• Low quality</li> </ul> | Administrative, historic | <ul style="list-style-type: none"> <li>• 10 years</li> <li>• 2 years</li> <li>• 2 years</li> </ul>   | <ul style="list-style-type: none"> <li>• Recycle/scrap; delete</li> <li>• Recycle/scrap; delete</li> <li>• Recycle/scrap; delete</li> </ul> |
| Press clippings                                                                                                                                                      | Historic                 | Permanently if electronic or a hard copy without electronic backup; 2 years for hardcopy with backup | Recycle/scrap                                                                                                                               |

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Policy Approved by the Board of Directors:

President: \_\_\_\_\_ Date: \_\_\_\_\_