

The Oshkosh Area Humane Society (OAHS) sets guidelines on the retention of records which are designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate Society operations by promoting efficiency and freeing up valuable storage space.

The retention period starts from the date of the submission of the final expenditure report or, for grants and other agreements that are renewed annually, from the date of the submission of the annual financial status report.

OAHS follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Annual Reports to Secretary of State/Attorney General: Permanent

Articles of Incorporation: Permanent

Board Meetings and Board Committee Minutes: Permanent

Board Policies/Resolutions: Permanent

By-laws: Permanent

Construction Documents: Permanent

Fixed Asset Records: Permanent

IRS Application for Tax-Exempt Status (Form 1023): Permanent

IRS Determination Letter: Permanent

State Sales Tax Exemption Letter: Permanent

Contracts (after expiration): 7 years

Correspondence (general): 3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements: Permanent

Depreciation Schedules: Permanent

General Ledgers: Permanent

IRS 990 Tax Returns: Permanent

Business Expense Records: 7 years

IRS 1099s: 7 years

Journal Entries: 7 years

Invoices: 7 years

Sales Records: 5 years

Petty Cash Vouchers: 3 years

Cash Receipts: 3 years

Credit Card Receipts: 3 years

Bank Records

Check Registers Permanent

Bank Deposit Slips: 7 years

Bank Statements and Reconciliation: 7 years

Electronic Fund Transfer Documents: 7 years

Employee Records

Employment and Termination Agreements: Permanent

Retirement and Pension Plan Documents: Permanent

Records Relating to Promotion, Demotion or Discharge: 7 yrs. after termination

Accident Reports and Workers Compensation Records: 5 years

Salary Schedules: 5 years

Employment Applications: 3 years

I-9 Forms: 3 yrs. after termination

Timecards: 2 years

Donor Records and Acknowledgment Letters: 7 years

Grant Applications and Contracts: 5 yrs. after completion

Legal, Insurance and Safety Records

Appraisals: Permanent

Copyright Registrations: Permanent

Insurance Policies: Permanent

Real Estate Documents: Permanent

Stock and Bond Records: Permanent

Leases 6 yrs. after expiration

OSHA Documents: 5 years

General Contracts: 3 yrs. after termination

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be moved to an “archive” computer file folder.

The Business Administrator responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.