

Northwest Regional Planning Commission

Records Retention Policy

Adopted by the Board of Commissioners: July 27, 2022

1.0 Permanent/Archive

The following documents will be retained permanently. They will be archived upon reaching obsolescence, expiration, supersession, completion/closure:

- Accountants' audit reports
- Bills of sale for important purchases
- Canceled checks for important payments
- Cash Books
- Charts of accounts
- Contracts and leases (current/major)
- Legal correspondence
- Deeds and mortgages (if applicable)
- Financial statements (year-end)
- General and private ledgers
- Insurance Records
- Financial Journals
- Minutes, bylaws and certificate of incorporation
- Property records and appraisals (if applicable)
- Tax records
- Trademark registrations (if applicable)

2.0 7-Year Retention

The following documents will be retained for 7 years following obsolescence, expiration, supersession, completion/closure. After which time they will be destroyed (general, unless noted as "Shred"), unless otherwise noted:

- Accident reports and claims (settled cases) - Shred
- Accounts payable and receivable ledgers and schedules
- Canceled checks (unimportant payments) - Shred
- Contracts and leases (expired) - Shred
- Expense analyses
- Inventories (if products, materials, and supplies)
- Notes receivable ledgers and schedules
- Payroll records and related documents - Shred
- Time recording documents
- Vouchers for payments to vendors, employees and related parties - Shred

3.0 5 Year Retention

The following documents will be retained for 5 years following obsolescence, expiration, supersession, completion/closure. After which time they will be destroyed (general, unless noted as "Shred"), unless otherwise noted: Internal audit reports

4.0 3 Year Retention

The following documents will be retained for 3 years following obsolescence, expiration, supersession, completion/closure. After which time they will be destroyed (general, unless noted as "Shred"), unless otherwise noted:

- Correspondence (substantive administrative value, policy development related, memoranda of decisions) – then archived
- Employment applications - Shred
- Insurance policies (expired)
- Miscellaneous internal reports
- Petty cash vouchers
- Agreements (formal, interagency, memorandums of understanding) – then archived
- Plans (strategic) – then archived
- Policies – then archived
- Procedures – then archived
- Reports (annual or similar) – then archived
- Studies – then archived
- Authorizations – Shred
- Bids – Shred
- Contracts (including grant agreements) – then archived
- Decisions (contract selection) - Shred

5.0 1-Year Retention

The following documents will be retained for 1 year following obsolescence, expiration, supersession, completion/closure. After which time they will be destroyed (general, unless noted as "Shred"), unless otherwise noted:

- Bank reconciliations - Shred
- Bank deposit tickets - Shred
- Purchase orders
- Requisitions
- Legal notices
- Agendas
- Calendars
- Press Releases

6.0 Limited Retention

Following obsolescence, expiration, supersession, completion/closure, the following documents will be destroyed (general, unless noted as "Shred"), unless otherwise noted:

- Correspondence (day to day office administration, general internal, interagency, routine public)
- Drafts
- Reference sources