

Hawai'i Association for College Admission Counseling

**RECORD RETENTION AND DESTRUCTION POLICY**

As approved by the Executive Board: effective August 29, 2011

**ARTICLE I. PURPOSE**

1. The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by the organization or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees of the organization understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

**ARTICLE II. POLICY**

1. This Policy represents the organization's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

**ARTICLE III. ADMINISTRATION**

1. Attached is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of the organization and the retention and disposal of electronic documents. The Secretary and/or the Executive Assistant is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the organization; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

**ARTICLE IV. SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS**

1. In the event the organization is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning the organization or the commencement of any litigation against or concerning the organization, such employee shall inform the Administrator and any further disposal of documents shall be suspended until shall time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

**ARTICLE V. APPLICABILITY**

1. This Policy applies to all physical records generated in the course of the organization's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

## HACAC RECORDS RETENTION SCHEDULE

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Bylaws	Permanently
Articles of Incorporation	Permanently
Minutes and Committee Reports	3 years
Patents and related Papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years