



EAGLE MOUNTAIN SOCCER ASSOCIATION

Document Destruction and Retention Policy

1. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding. This policy provides for the systematic review, retention, and destruction of documents received or created by this association. This policy covers all records and documents, regardless of physical form and contains guidelines for how long certain documents should be kept (unless under a legal hold). It is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, The purpose of this policy is to ensure that EMSA's business records are retained for at least the minimum period stated in applicable statutes and regulations and to define if and when business records can be properly disposed of in an effort to reduce the expense of storing irrelevant and obsolete documents.
2. Retention periods apply to the original hard copy only. Duplicate copies may be disposed of at any time unless the original has been lost. Records should not be kept any longer than necessary whether in hard copy, microfilm, optical discs or computer data base.
3. The basic requirements that apply to all records apply to e-mail records as well. Emails that are pertinent to the fiscal responsibility of EMSA are to be printed and the hardcopy stored in the relevant subject matter file as is any other hardcopy communication. The email record must include the sender and recipient as well as the date and time the communication was sent and/or received.
4. It is the policy of EMSA to ensure the security and confidentiality of all records within its custody or control containing personal, confidential or proprietary information. Such records will not be destroyed earlier than the dates indicated in this policy. Such records will be shredded, erased or otherwise modified so as to make the records unreadable or otherwise modifying the protected information as to make it unreadable or indecipherable through any means. Record destruction may be accomplished directly by EMSA staff or other secure means.

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Conclave Minutes	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
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
Credit Card Receipts	3 years
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years
Grant Applications and Contracts	5 years
Copyright Registrations	Permanent
Insurance Policies	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years
OSHA Documents	5 years
General Contracts	3 years