

ONEOHIO RECOVERY FOUNDATION

RECORDS RETENTION POLICY

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this Records Retention Policy (the “**Policy**”) provides for the systematic review, retention, and destruction of documents received or created by the OneOhio Recovery Foundation (the “**Foundation**”). This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, maximize storage space, and to facilitate the Foundation’s operations by promoting efficiency.

II. Document Retention

The Foundation will follow 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 Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Code of Regulations	Permanent
Committee Charters	Permanent
Conflict of Interest disclosure forms	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
Correspondence with IRS or Other Taxing Authorities	Permanent
Private Letter Ruling Requests (or similar requests)	Permanent
Private Letter Rulings (or similar determinations)	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

A. Accounting and Tax Records

Audited Financial Statements	Permanent
Annual Financial Statements	Permanent

Depreciation Schedules	Permanent
IRS Form 990 Tax Returns and workpapers	Permanent
IRS Form 990-T Tax Returns and workpapers	Permanent
General Ledgers	Permanent
Business Expense Records	7 years
IRS Forms 1099	7 years
Journal Entries	7 years
Invoices	7 years
Credit Card Receipts	3 years
Annual Plans and Budget	2 years

B. Bank and Investment Records

Check Registers	7 years/Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Investment Statements	7 years
Electronic Fund Transfer Documents	7 years
Opioid Funds Receipt Records and Documents	Permanent
Contracts with Investment Advisors/Managers	Permanent

C. Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years
W-4 Statements	As long as in effect + 4 years

D. Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion, or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination

E. Donor and Grant Records

Donor Acknowledgment Letters	7 years
Grant Applications and Grant Approval Records	Permanent
Grant Appeals Process Documents	Permanent
Donor Contact Information	5 years since last donation

Records of Unrestricted Gifts to the Foundation	7 years
Records of Restricted Gifts to the Foundation	Permanent
Fundraising Materials	7 years
Records on Grants Received by the Foundation	7 years
Records of Disposition of Donated Goods	7 years

F. Legal, Insurance, and Safety Records

OneOhio Memorandum of Understanding	Permanent
OneOhio Settlement Agreement	Permanent
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

III. Federal or Governmental Agreements. Where the Foundation enters into an agreement with the federal government, a unit of state government, or a political subdivision or taxing unit of the state, the Foundation shall keep accurate and complete financial records of any moneys expended in relation to the performance of the services pursuant to such contract or agreement according to generally accepted accounting principles.

IV. Electronic Documents and Records. 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 e-mail message, the message should be kept in the appropriate file or moved to an “archive” file folder. Backup and recovery methods should be tested on an ongoing basis.

V. Emergency Planning. The Foundation’s records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Foundation operating in an emergency shall be backed up and reasonably stored.

VI. Document Destruction. The Foundation shall designate a staff position, such as a chief financial officer, to be 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.

VII. Litigation Hold and Other Special Situations. If the Foundation, or the designated staff member, determines that any records or information is relevant to current litigation, potential litigation (that is, a dispute that could result in litigation), government

investigation, audit or other event (the “**Litigation Hold Records**”), the Foundation must preserve and not delete, dispose, destroy or change those Litigation Hold Records, including emails, until the Foundation determines that those Litigation Hold Records are no longer needed. This exception is referred to as a litigation or legal hold and replaces any previously or subsequently established destruction schedule for those Litigation Hold Records. The Foundation may also suspend routine disposal procedures in connection with certain other events, such as the merger of the Foundation or the replacement of the Foundation’s information technology systems.

VIII. Privacy. The Foundation must ensure that all retention and destruction procedures comply with any relevant federal or state privacy laws.

IX. Compliance. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Foundation and its employees and possible disciplinary action against responsible individuals. The Executive Director and Audit and Finance Committee chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.