



POLICY: RETENTION OF AGENCY RECORDS

All records of Catholic Charities – paper and electronic – are to be retained according to the following schedule, which is based on any legal statute (such as personnel files), the advice of our independent auditing firm, agency legal counsel and requirements of granting agencies and organizations.

Non-Client Documentation:

1. THREE (3) YEARS from the date:
 - Paid invoices
 - Disbursed checks
2. SEVEN (7) YEARS from the date:
 - Cancelled checks
 - Bank statements
 - Ledgers, financial statements, statements of operations
 - Cash disbursement and cash receipt journals, payroll journals
3. Close-out/End date of all grant awards (government, private grants, United Way awards)
 - End date of Accreditation or Licensure
 - Donor Records & Fundraising Materials
 - Volunteer records
 - Vendor & Contractor Agreements
4. Retained Indefinitely
 - Personnel records
 - Audit reports
 - Tax returns, 990's
 - Retirement and tax deferred annuity records

Client Records (primary paper file and/or electronic records):

- Retain for seven (7) years after date of termination/discharge from service
- In case of minor child, retain the file for seven (7) years after child has reached age of adult (18).

In the event of dissolution of the agency, the above schedule will be maintained and records will be transferred to the custody of the Catholic Diocese of Wichita.

Disposal of Records

When disposing of PII, the physical (paper) or electronic file will be shredded or securely deleted. The agency utilizes a professional business document shredding company, with locked shredding document boxes located in each facility, which are collected routinely for disposal. The agency IT department staff are responsible for deleting all electronic information securely.