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General records

Record type	Description	Storage location or system of record application	Retention period	Action when retention is met
Consultant records	Final reports and correspondence (exception for program-related reports, see Program section of retention schedule)		Completion year + 4 years	Delete
Contracts	Professional services contracts (i.e. non-employee contractor)		Expiration date + 7 years	Delete
Email messages*	Messages that contain evidence of decisions and actions of the foundation		Same as related records	Same as related records
Expense reports	Generate by employee for travel, etc.		Permanent in system of record	Delete
General office policies and procedures records (exclusive of Insurance policies)	Policies and manuals; note that the originating office is responsible for managing these as records; for all other staff these are convenience copies and may be deleted when no longer needed		Retain active version until superseded	Delete superseded version

Reference/research materials	Articles, reports, books published by outside organizations for background research		Until no longer useful	Delete
Working documents	Drafts, convenience copies of documents created by other departments, informational documents		Until no longer useful	Delete

Corporate records

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Annual reports	Annual corporate report when/if created		Archival	
Board of Trustee Meeting records	Board and all committee meeting materials, minutes, articles of incorporation, bylaws		Archival	
Conflict of Interest records	Required for trustees and officers		Date of separation + 1 year	Delete or shred
President's Office records	Speeches, presentations, published articles, important correspondence		Archival	
Trustee records	Correspondence, manuals, public speeches, presentations or published articles made in their role as KF representative (see communications records for trustee bios)		Archival	

Programs

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Convenings Conferences &	May include invitations, announcements, agenda, schedule of events, programs,		Archival	

Meetings records	graphics/logos, presenter bios, photos, summary reports			
Conference attendee lists	Lists for large meetings that include personal/business contact information		Until no longer current, updated or revised	Delete when no longer needed
Initiative records	Budgets, descriptions, interim and final reports, etc.		Archival	
Speeches and Presentations	Presentation slides, notes, discussion topics, audio or video recordings with presenter releases		Archival	
Strategic Plan records	New strategy documents, updates to existing strategy for specific programs and for corporate (foundation-wide) strategy		Archival	
Reports	Published and unpublished reports, articles, white papers, commissioned or written by program staff		Archival	

Grants & Grants Administration

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Donor Advised Funds (DAF)	Agreements, reports, emails, and other related records	Grants management system	Archival	Export a digital copy when DAF concludes
Endowment grant records	Agreements, reports, emails, and other related records	Grants management system	Archival	Export a digital copy when DAF concludes
Grant records	Grant proposal, agreements & modifications, IRS determination letters, correspondence, final reports, assessments, impact reports, evidence of compliance, LOI forms, etc.	Grants management system	Archival	Export a copy when grant status changes to CLOSED
Matching Gifts	Staff and trustee	Grants management system	Permanent	

Learning, Impact, Evaluations

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Evaluations	Internal and external		Archival	
Needs assessments	Internal and external		Archival	
Reports	Published and internal-only		Archival	
Speeches, presentations	Text, audio and video recordings		Archival	
Articles	Published and unpublished		Archival	

Communications

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Branding	Logos, style guide, letterhead and other templates		Archival	
Email news and announcements	Mailed to external subscribers, news, announcements, etc.		Archival	
Photos	Sponsored events, convenings, trustee and staff headshots, etc.		Archival	
Podcasts			Archival	
Press Releases	Final published versions only		Archival	
Reports	Published reports		Archival	
Social media	Summaries of social media posts on all platforms		Archival	
Videos	Includes presentations, productions, live streams, etc., includes permission releases		Archival	

Website	All content pages, blog posts, articles, linked PDFs, linked video, linked podcasts, photos and other images		Archival	
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Administrative records (Human Resources, Insurance, Legal, & Property)

Human Resources

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Benefit Plans*	Retirement and pension plans, and summary annual reports, summary plan descriptions		Permanent	Save indefinitely in records management system
Bonuses, incentives, awards			Separation date + 3 years	Delete or shred
Employee records	Includes attendance, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualifications		Separation date + 6 years	
Recruiting/selection records	Correspondence with employment agencies		Date of hire/no-hire decision + 1 year	Delete or shred
Recruitment ads	Job opening announcements placed on job boards, etc.		3 years after updated or revised	Delete or shred
Applicant records	All applications and resumes (solicited and unsolicited), screening tests, interview notes, background checks, related correspondence, etc.)		Date of no-hire decision + 1 year	Delete or shred
Job descriptions			3 years after updated or revised	Delete or shred
Form I-9	IRS employment eligibility verification authorizing individuals to work in the U.S.		Date of hire + 3 years or date of termination + 1 year (whichever is later)	Delete or shred

OSHA records	Annual summaries, logs and related documents		Calendar year of event + 5 years	Delete or shred
Staff biographical records	Include profiles, clippings, photos, etc.		Archival	
Staff training records	Memos, curriculum, presentations		Year of creation + 3 years	Delete or shred

* General principal: Pension documents and supporting employee data shall be kept in such a manner that the foundation can – at all times – establish whether or not any pension is payable to any person and if so the amount of each pension.

Insurance

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Certificates			Expiration date + 3 years	Delete or shred
Claims files	Includes correspondence, medical records, payments, injury documentation, etc.		Date of last payment + 7 years	Delete or shred
Insurance Plans – Active Employees	AD&D, long-term disability, medical/dental, life insurance		Until Plan is amended or terminated	Delete or shred
Insurance Plans – Retired employees	AD&D, long-term disability, medical/dental, life insurance		Permanent or date of death of last eligible participant + 6 years	
Insurance carrier policies			Expiration date + 3 years	Delete or shred
Releases and settlements			25 years	Delete or shred
COBRA			Close of contract year + 1 year	Delete or shred

Legal

Record type	Description	Storage location or system application	Retention period	Action when retention is met
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Court orders			Permanent	Save indefinitely in department folder
Request for departure from RRS	Justification/requests for retaining records beyond the stated retention period		Date of request + 10 years	Delete or shred
Record disposal documentation	Proof of how and when physical records that have met retention are destroyed		Permanent	
Record retention schedule	Records management and document management policies		Current version with revision history	Delete

Property

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Purchase, sale or lease agreement	Original documents either paper or electronic		Permanent	Save indefinitely in department
Inventories	Office equipment, art, furnishings, records		3 years after updated or revised	Delete or shred

Finance (Accounting, Payroll & Tax)

Accounting

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Accounts payable records	Ledgers and schedules; journal entries (check requests, vendor invoices, back-up copies of checks)		Permanent	Retain in system of record
Accounts receivable records	Ledgers, schedules; journal entries		Year-end + 7 years	Delete or shred

Annual Audit Reports and Financial Statements	Annual report		Archival	
Annual Audit records	Including work papers and other documents related to the audit		Audit completion year + 7 years	Delete or shred
Annual Plans and Budget records	Including related work papers		Year-end + 2 years	Delete or shred
Bank statements	Includes checks, deposit tickets, receipts		Year-end +7 years	Delete or shred
Financial Statements	Internal, non-year-end, work papers		Year-end +7 years	Delete or shred
Investment records	Includes, investment books, reports and reference materials		Year of sale + 7 years	Delete or shred
Loan Files			Year of final payment + 7 years	Delete or shred
Summary Annual Reports			Year-end + 7 years	Delete or shred
Evidence of returned grant funds			Grant completion year + 7 years	Delete or shred

Payroll

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Employee deduction authorizations			Separation year + 4 years	Delete or shred
Payroll registers, journals, summaries	Including Section 125 elections, loan payments 403b elections, etc.		Separation year + 6 years	Delete or shred
W-2, W-4 forms			Separation year + 6 years	Delete or shred

Garnishments, assignments, attachments			Separation year + 6 years	Delete or shred
Payroll Registers, Journals, Summaries			Separation year + 6 years	Delete or shred
Time and attendance records			Year of last entry + 3 years	Delete or shred
Unclaimed Wage Records			Year-end + 6 years	Delete or shred

Taxes

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Tax-exemption records	Documents and related correspondence		Permanent	
IRS Rulings			Permanent	
Payroll tax records			Payment, deduction, or due date year + 7 years	Delete or shred
Federal tax return	Form 990-PF		Archival	
Federal and state tax workpaper packages			Year-end + 7 Years	Delete or shred
State Tax return			Year-end + 7 years	Delete or shred
IRS or other government audit records			Permanent	

Information Technology

Record type	Description	Storage location or system application	Retention period	Action when retention is met
Technology plans			Until plan is amended	Delete or shred
Consultant work product	Reports, code, training manuals		Until revised or updated	Retain a copy or delete as needed