



Document Retention Schedule

This schedule provides proposed minimum retention periods for the specific records, after the expiration of which the Barth Syndrome Foundation (“BSF”) may purge the documents as soon as practical.

Record Description	Retention Period (Years)
General Business Records	
Articles of Incorporation and Bylaws	Permanent
Audit Reports	Permanent
Board Minutes	Permanent
Capital Stock and Bond Records	Permanent
Contracts and Agreements (customer, contractor, construction, leases, vendor, partnership, employment, labor)	7*
Deeds, Mortgages Bills of Sale	7*
BSF Product Information (design docs, source code)	Permanent
General Correspondence (paper letters, documents)	7
Legal Correspondence	Permanent
Marketing and Advertising (brochures, press releases, web site content, blogs)	3

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Patents, Trademark and Copyright Registration	Permanent
Personnel Files	7*
Statements of Work	7
* Retention periods begins after termination, expiration or disposal of item.	
Financial Records	Retention Period (Years)
Bank Statements, Bank Reconciliations, and Cancelled Checks	7
Budgets	7
Depreciation Records	7*
Employee Expense Reports	7
Employee Payroll Records (W-2, W-4, annual earnings records.)	7
Financial Statements - Annual (others optional)	7
General ledger	7
Equipment Inventory Lists	7
Invoices from Vendors	7
Invoices to Vendors for Asset Purchases	7*
Invoices to Customers	7
Journals - General, Cash Receipts, Cash Disbursement, and Purchase Journals	7
Subsidiary Ledgers (accounts receivable, accounts payable.)	7
U.S. Time Cards and Daily Time Reports	7
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Insurance	Retention Period (Years)
Insurance Policies – “Claims Made” policies	7
Insurance Policies - “Occurrence” policies	Permanent
Insurance Records, Accident and Incident Reports, Claims	Permanent
Benefit, Pension and Insurance Records	Retention Period (Years)
Actuarial Reports	Permanent
Associated Ledgers and Journals	Permanent
Financial Statements	Permanent
Health, Disability, and Benefit Plans	7
Pension/Profit Sharing Information Returns	Permanent
Plan and Trust Agreement	Permanent
Tax Records	Retention Period (Years)
Tax Returns (federal, state and local)	7*
Sales and Use Tax Returns	7*
Payroll Tax Returns	7*
IRS Exemption Application and Determination Records	Permanent
State Tax Exemption Records	7*

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Charitable Solicitation Registration Records	7*
*All retention periods begin with the date the tax return was filed. If the statute of limitations concerning a tax year is extended, the retention period should be extended accordingly	
Information System Records	Retention Period (Years)
Email, Teams data, electronic office documents	13 months
Cloud Server Backups – Daily Snapshot, if available through platform	30 days
Workstation Backups – Incremental	1 year
Operations and Security Event Logs (AWS)	30 days
Donor Information	Retention Period (Years)
Donor records	Permanent
Donor Fund Statements	7 years
Fund Agreements	7 years
Grants	Retention Period (Years)
All documents related to requests for funding, records from advisory committee reviews including description of the review process, name of reviewers, written reviews, meeting minutes if any, and list of grants recommended for approval.	7 years from determination of grant

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Scholarship grant records, including applications submitted and approved.	7 years
Approved grants – all documentation supporting grant payment, including application/recommendation, due diligence, grant agreement letters, grant transmittal letters, and post-grant reporting information.	7 years
Approved grant abstracts/summaries	Permanent
All published grant program guidelines	7 years from publishing date
Copies of all notices, letters, or advertisements announcing a grant program	7 years after publication or transmittal

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