

Second Harvest Food Bank of Northwest North Carolina  
 SARBANES-OXLEY ACT - DOCUMENT RETENTION POLICY

The Second Harvest Food Bank of Northwest North Carolina has established a policy on document retention and periodic destruction, including electronic files and voice mail messages. As prescribed by the Sarbanes-Oxley Act (The American Competitiveness and Corporate Accountability Act of 2002), it is a crime to alter, cover up, falsify, or destroy any document (or pressure someone else to do so), to prevent a document from being used in an official proceeding.

By the Second Harvest Food Bank Document Retention Policy, the organization will eliminate accidental or innocent destruction, abiding by the recommendations below regarding how long documents should be kept. Further, the Second Harvest Food Bank establishes that if an investigation is underway or even suspected, employees will stop all document purging.

All staff will be informed of this policy by including this statement in the Second Harvest Food Bank Personnel Policies. This policy applies to reports, statements, correspondence, emails, voicemails and other information and is effective as of Thursday, September 27, 2007 by approval of the Board of Directors.

Type of document	Length of time to maintain
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Accounts receivable ledgers	7 years
Bank reconciliations	7 years
Bank statements	7 years
Cash receipts	7 years
Checks (for important payments and assets)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general) *	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)*	2 years
Deeds, mortgages, bills of sale	Permanently
Depreciation schedules	Permanently
Deposit slips	7 years
Employment applications	3 years
Equipment records and warranties	5 years after disposition
Expense analyses / expense distribution schedules	7 years
Financial statements (year end)	Permanently
General ledgers	7 years
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, etc.	Permanently
Internal audit reports	7 years
Inventories of products, materials, supplies	7 years
Invoices (to our customers, from our vendors)	7 years
Minutes, bylaws, articles of incorporation	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Property records (construction, improvements)	Permanently
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets/Timecards	7 years
Withholding tax statements	7 years
Vouchers for payments to vendors	7 years