

PARMA ANIMAL SHELTER DOCUMENT RETENTION AND DESTRUCTION POLICY

This Document Retention and Destruction Policy identifies the record retention responsibilities of volunteers maintaining and documenting the storage and destruction of the Parma Animal Shelter documents and records.

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (Parma Animal Shelter)
- b. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after 7 years
- c. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private

Document	Time	Location
Audit reports Bank reconciliations Bank statements	7 years	One drive
Correspondence (legal and important matters)	7 years	One drive
Insurance records, current accident reports, incident reports	7 years	One drive
Invoices from vendors	7 years	One drive
Minute books, bylaws	7 years	Secretary Drawer
Tax returns	7 years	One drive
Animal records (cats and dogs)	6 years	Paper files (garage and adoption rooms)
Dog bite/injury cases	90 days	PAS Shelter
Non-active Volunteer Applications	1 year	Front Desk Files
Lost and Found Reports	90 days	Front Desk Files