**SARBANES-OXLEY ACT - DOCUMENT RETENTION POLICY**

The Kernersville Museum 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 Kernersville Museum 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 Kernersville Museum 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 Kernersville Museum Personnel Policies.  This policy applies to reports, statements, correspondence, emails, voicemails and other information and is effective as of Kernersville Museum by approval of the Board of Directors.

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| **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 |