



**IMPORTANT:** *We cannot accept plastic folders, binders, metal clips, or large paper clips. Only paper and staples are acceptable.*

<b>Corporate Records</b>	<b>Retention</b>	<b>Personnel Records</b>	<b>Retention</b>
Article of Incorporation to apply for corporate status	Permanent	Employee Offer Letters	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent	Confirmation of Employment Letters	Permanent
Letter of Determination (from the IRS) granting tax-exempt and/or charitable status	Permanent	Benefits Descriptions Per Employee	Permanent
By Laws	Permanent	Pension Records	Permanent
Board Policies	Permanent	Employee Application and Resumes	7 Years
Resolutions	Permanent	Promotions, Demotions, Letter of Reprimand and Termination	7 Years
Board Meeting Minutes	Permanent	Job Descriptions, Performance Goals	7 Years
Sales Tax Exemption documents	Permanent	Workers' Compensation Records	5 Years
Tax or Employee Identification Number Designation	Permanent	Salary Ranges Per Job Description	5 Years
Annual Corporate Filings	Permanent	I-9 Forms	5 Years
		Time Reports	3 Years
<b>Financial Records</b>	<b>Retention</b>	<b>Management Plans and Procedures</b>	<b>Retention</b>
Chart of Accounts	Permanent	Grant Dispersal Contract	7 Years
Fiscal Policies and Procedures	Permanent	Donor Lists	7 Years
Audits	Permanent	Grant Applications	7 Years
Financial Statements	Permanent	Donor Acknowledgements	7 Years
General Ledger	Permanent	<b>Contracts</b>	<b>Retentions</b>
Check Registers/Books	7 Years	All Insurance Contracts	Permanent
Business Expense Documents	7 Years	Employee Contracts	Permanent
Bank Deposit Slips	7 Years	Construction Contracts	Permanent
Cancelled Checks	7 Years	Legal Correspondence	Permanent
Invoices	7 Years	Loan/Mortgage Contracts	Permanent
Investment Records (deposits, earnings, withdrawals)	7 Years	Leases/Deeds	Permanent
Property/Asset Inventories	7 Years	Vendor Contracts	7 Years
Petty Cash Receipts/Documents	3 Years	Warranties	7 Years
Credit Card Receipts	3 Years		
<b>Tax Records</b>	<b>Retention</b>	<b>Insurance Records</b>	<b>Retention</b>
Annual Tax Filing for the Organization (IRS Form 990)	Permanent	Property Insurance Policy	Permanent
Payroll Registers	Permanent	Directors and Officers Insurance Policy	Permanent
Filings of Fees Paid to Professionals (IRS Form 1099)	7 Years	Workers' Compensation Insurance Policy	Permanent
Payroll Tax Withholdings	7 Years	General Liability Insurance Policy	Permanent
Earnings Records	7 Years	Insurance Claims Applications	Permanent
Payroll Tax Returns	7 Years	Insurance Disbursements/Denials	Permanent
<b>Donations/Funder Records</b>	<b>Retention</b>		
Grant Dispersal Contract	Permanent		
Donor Lists	7 Years		
Grant Applications	7 Years		
Donor Acknowledgements	7 Years		

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