

St. Vincent de Paul
RECORD RETENTION GUIDELINES FOR CONFERENCES

In the course of operation, Conferences generate case records, bank statements, invoices, etc. How we manage and maintain the records we are accountable for is an important part of the integrity we uphold as information receivers and stewards to those we serve. Bearing this responsibility requires we maintain a high level of confidentiality for all records on individuals and families served. Records must be kept in a secure, private place. Special care should be taken to secure electronic databases and prevent unauthorized access.

Conferences that operate without using special works, have no payroll, and pay no employment taxes should follow the record retention schedule identified below.

RECORD RETENTION SCHEDULE

Annual Conference Report	Permanent
Letter of Aggregation	Permanent
Bank Statements (checking, savings, cd, money market, etc)	7 Years
Invoices and billing statements	7 Years
Receipts for payments and reimbursements	7 Years
Cancelled checks (<i>paper or online access</i>)	7 Years
Treasurer reports and/or statements	7 Years
Quarterly Conference Report	7 Years
Meeting minutes/Minute books	Permanent (<i>Per the IRS for 501C3 public charities</i>)
Bank reconciliations	3 Years
Bank deposit slips and deposit tickets	3 Years
General correspondence	3 Years
Case records, client cards, intake cards, etc	3 Years after the last date of service
Fixed asset purchase records	Permanent
Property acquisition purchase records	Permanent

Establishing an exhaustive list of all non-permanent records is difficult. We encourage your Conference to contact us if further guidance is needed regarding record retention. Because federal, state, and local statutes of limitations vary, Conferences operating **special works** should verify with their Diocesan counsel regarding record retention guidelines for special works activity not outlined in the table above.

Records Disposal (once the retention period has passed)

Due to the confidential nature of the records maintained, paper documents must be disposed of by shredding. If your Conference would like to retain electronic records beyond the required period of retention they can be backed up to a storage media (flash drive, cd, or portable hard drive) for long-term safekeeping in a fireproof safe and then the files may be deleted from the computer.

Please contact the following representatives with questions regarding this information.

Marcus Anderson, Chief Financial Officer
Melissa Ahnen, Controller
Sonji d. Newbill, Senior Accountant