

Habitat for Humanity of Orange County Document/Records Retention Policy:

File Category	Item	Retention Period	
Corporate Records	Bylaws and Articles of Incorporation	Permanent	
	Corporate resolutions	Permanent	
	Board and committee meeting agendas and minutes	Permanent	
	Conflict-of-interest disclosure forms	4 years	
Finance and Administration	Financial statements (audited)	Permanent	
	Auditor management letters	7 years	
	Payroll records	7 years	
	Check register and checks	7 years	
	Cash Receipts	Permanent	
	Bank deposits and statements	7 years	
	Chart of accounts	7 years	
	General ledgers and journals (includes bank reconciliations)	7 years	
	Contracts and agreements	7 years after all obligations end	
	Correspondence — general	3 years	
	Insurance Records	Policies — occurrence type	Permanent
		Policies — claims-made type	Permanent
		Accident reports	7 years
Safety (OSHA) reports		7 years	
Claims (after settlement)		7 years	
Group disability records		7 years after end of benefits	
COBRA Records		6 years	
Real Estate	Deeds	Permanent	
	Leases (expired)	7 years after all obligations end	
	Mortgages, security agreements	Permanent	

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Tax	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
Human Resources	Employee personnel files	4 years
	Employee Medical Records	Duration of employment +30 years
	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	Permanent
	Workers comp claims (after settlement)	7 years
	Employee orientation and training materials	7 years after use ends
	Employment applications	1 year
	Employment Advertisements	1 year
	Timecards	4 years
	IRS Form I-9 (stored separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	ERISA: Retirement/Pension Records Determination Letter	Indefinitely Indefinitely
	Family & Medical Leave Act Records	4 years
	Form 1-9	3 years after employment begins or 1 year beyond termination whichever is later
Family and Homebuyer Services	Applicant Files	25 months
	Homeowner Files	Permanent
Volunteers	Liability forms, interest forms, sign-in sheets, accident reports	4 years
AmeriCorps, VISTA	Application, hours confirmation sheet, HFHI paperwork	7 years
Technology	Software licenses and support agreements	7 years after all obligations end