



EarthRights Document Retention Policy

ERI takes seriously its obligations to preserve information relating to litigation, audits, and investigations.

The information listed in the retention schedule below is intended as a guideline and may not contain all the records the Organization may be required to keep in the future.

File Category	Item	Retention Period
Corporate Records	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meetings agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years
Finance and Administration	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Payroll records	7 years
	Check register and checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years

	General ledgers and journals (includes bank reconciliations)	7 years
	Investment performance reports	7 years
	Equipment files and maintenance	7 years after disposition
	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
Real Estate	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
Tax	IRS exemption determination and related correspondence	Permanent
	IRS Forms 990s	7 years
	Charitable Organization Registration Statements (filed with Minnesota Attorney General)	7 years

Human Resources	Employee personnel files	Permanent
	Retirement plan benefits (plan description, 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	3 years
	IRS form I-9 (store separate from personnel files)	Greater of 1 year after end of service, or 3 years
	Withholding tax statements	7 years
	Time cards	3 years
Technology	Software licenses and support agreements	7 years after all obligations end