



POLICY ON DOCUMENT RETENTION AND DESTRUCTION

Mass Audubon directors, officers, and employees will comply with all federal, state, and local government requirements for retaining records as well as requirements from any institutions from which funds are received (e.g. foundations). In addition, directors, officers and employees will make available any and all records required under law to be available for public inspection and will comply with any and all duly authorized requests for records from government authorities, subject to advice of counsel. This policy applies to records which are paper, electronic, or any other media.

Any director, officer or employee who knowingly and willfully destroys, alters, conceals or falsifies any record, whether paper, electronic, or other media, with the intent to impede, obstruct or influence any investigation, either internal or governmental, will be subject to discipline up to and including termination from employment or from Board service.

Records will be retained in a manner that keeps them reasonably safe from access by unauthorized individuals as well as from theft and physical damage caused by fire, flood, insects, rodents, temperature and/or humidity.

The Board of Directors has determined that the following records will be retained for the specified periods:

<i>Type of Document:</i>	<i>Minimum Requirement:</i>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks—Electronic copies	7 years
Checks – Paper copies	7 years
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
Depreciation schedules	7 years
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance policies (expired)	Permanently

Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

In addition, the Board has determined that the records essential to the defense of land transactions (including electronic duplicates of such records) that will be retained and duplicates stored at an off-site location. These electronic duplicates will be the day-to-day use copies of the documents instead of the paper originals. Such records include:

Acquisition

Deeds, conservation restrictions, legal agreements	Permanently
Surveys	Permanently
Title insurance, certification, or report	Permanently
Appraisals	Permanently
IRS Forms 8283 and 8282	Permanently
Critical correspondence and other records essential to comprehension of the transaction	Permanently

Property Stewardship

Conservation restriction baseline documentation reports	Permanently
Conservation restriction monitoring reports	Permanently
Fee property land inspection records when essential to the stewardship and defense of the property	Permanently
Contracts, licenses and leases relative to long-term land management activities (expired)	7 years