

Theater Latté Da

Document Retention and Destruction Policy

This Policy represents the policy of Theater Latté Da (“TLD”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). TLD’s goal is to maintain documents for a time period defined at a minimum by law, but otherwise for as long as such documents create an important historical record of the TLD’s activities or may be relevant to the TLD’s operational needs, legal obligations or any litigation or investigation. Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the TLD as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. The TLD reserves the right to revise or revoke this Policy at any time.

The Managing Director is responsible to ensuring this policy is followed. Destruction of financial and personnel-related documents will be accomplished by shredding.

File Category	Item	Retention Period
Corporate Records	Articles of Incorporation and Amendments	Permanent
	Bylaws and Amendments	Permanent
	TLD Policies	Permanent
	IRS Form 1023, Application for Exemption	Permanent
	IRS Determination Letter	Permanent
	Board and committee meeting minutes	Permanent
	Board Responsibilities disclosure forms	4 years following end of service as a board member
	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 cancelled checks	7 years
	Bank deposits and statements	7 years
	Chart of accounts	7 years
	General ledgers and journals (includes bank reconciliations)	7 years
	Business expense reports/documents	7 years
	Investment performance reports	7 years

File Category	Item	Retention Period
Contributions, Gifts, and Grants – made by the TLD	Contribution Records	7 years
	Documents Evidencing Terms of Restricted Gifts	Permanent
	Grant Records	7 years after end of grant
Legal and Contracts	Contracts and agreements	7 years after termination
Insurance Records	Policies — all types and all purposes	Permanent
	Accident reports	7 years
Tax	IRS Form 990s	7 years
	Charitable Organization Registration Statements filed with Attorney General	7 years
Human Resources	Employee personnel files	Permanent
	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	3 years
	IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or three years
	Withholding tax statements	7 years
	Timecards	3 years
Technology	Software licenses and support agreements	7 years after end of each obligation

The undersigned officer of this corporation does hereby certify that the foregoing Document Retention and Destruction Policy was adopted by its Board of Directors at a meeting or by Written Action of its directors dated _____, 2022.

_____, Chair