

Records Retention Policy

I. Introduction and Purpose

It is the policy of Spokane Valley Partners to maintain accounts and records, including personnel, property, financial and programmatic records, and other such records as may be required by all contracted funding sources, to ensure proper accounting for all contracted funds and compliance with all agreements. All records required to be maintained by all agreements or by federal, state or local law, shall be considered to be confidential and maintained in accordance with applicable law. This policy dictates the minimum requirements for Records Retention to include any additional requirements dictated by contract and/or funding sources.

2. Retention Period

Spokane Valley Partners shall maintain all fiscal books, records, documents, reports and other such data in a manner consistent with generally accepted accounting principles and retained for a period prescribed by any applicable tolling or other statute, but no less than SEVEN (7) years. Additionally, no less than SEVEN (7) years following termination or expiration of any agreement.

3. Storage

Both current and non-current records will be stored on site. (SEVEN years of current records are maintained on site.) A separate locked room is provided for office and storage space. Locked file cabinets contain all records. Records will be stored in a manner to preclude their loss or damage and shall be inventoried annually. Access to records is limited to Chief Executive Officer, Bookkeeper & Emergency Assistance Program Manager and appropriate staff as needed.

All stored boxes will include an Inventory Statement, which lists all documents in the box. This will be taped on the box and stored on SVP server.

All pertinent corporate or program documents will be stored or backed up on SVP server.

An annual server review will be conducted to maintain organization uniformity and to purge unnecessary documents.

CEO will determine necessary compartmentalization and access to server.

4. Destruction

When records are destroyed, they will be done so only after a time period of SEVEN (7) years. Additionally, during the term of all agreements and for SEVEN (7) years following termination or expiration of any agreement, or if any audit, claim, litigation or other legal action involving the records is started before the expiration of the SEVEN (7) year period, the records shall be maintained until completion and resolution of all issues arising there from or until the end of the SEVEN (7) year period, whichever is later. Records can only be destroyed with the CEO or Bookkeepers authorization and signature on a Certificate of Destruction. Confidential records will be destroyed using the shredder bin provided by an authorized confidential disposal service.

Approved by
Calvin B. Coblentz, CEO

Spokane Valley Partners – Certificate of Destruction

This form documents the destruction of SVP records in accordance of
SVP Policy Records Retention.

Date of Destruction	Department/Program	Method of Destruction

Records Box #/Name	Dates Covered	Contents (Attached Inventory Statement)

Signature of Employee Responsible for Records	Signature of Bookkeeper	Signature of CEO