



**Records Retention Policy**  
**Updated: June 8, 2015**

**Purpose:** The purpose of this policy is to ensure that The Atlanta Botanical Garden manages data in an efficient and effective manner, maintains historical records related to its financial and administrative operations, and purges documents as part of its normal management process.

**Labeling and Storage:** All files, both hard copy and electronic, shall be labeled by topic, year, and purge date. Electronic copies shall be saved in appropriate folders on the network drive. Hard copies shall be stored in file cabinets, archived in the basement of the main office building, or offsite storage.

**Litigation Hold:** Notwithstanding the other guidelines set forth in this policy, all documents relating to a current, pending, threatened or anticipated litigation or governmental investigation must be retained indefinitely after receipt of notice of a litigation hold. Such documents must be retained until advised in writing that the documents can be returned to their normal retention schedule.

**Review and Purging:** Review and purging of files may take place in an ongoing manner, but must occur at least every two years and must follow the minimum retention requirements stated below, except for records that are subject to a Litigation Hold.

**Location of Records:** Depending on age, the records may be on-site or off-site. Please see the following individuals for each category:

- |                                   |   |
|-----------------------------------|---|
| Corporate Records: CFO            | Technology: CFO                                   |
| Finance & Admin: CFO              | Donor Records: VP, Institutional Advancement      |
| Insurance Records: CFO or HR Mgr. | Plant Collection: VP, Science & Conservation, VP, |
| Real Estate: CFO                  | Horticulture, or VP, Fuqua Conservatory           |
| Tax: CFO                          | HR: HR Mgr.                                       |

File Category	Item	Retention Period
<b>Corporate Records</b>	Bylaws and Articles of Incorporation	Permanent
	Corporate resolutions	Permanent
	Board and committee meeting agendas and minutes	Permanent
	Conflict-of-interest disclosure forms	4 years

<b>Finance and Administration</b>	Financial statements (audited)	7 years
	Auditor management letters	7 years
	Design & Construction	Permanent
	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 records	7 years after disposition
	Contracts and agreements	7 years after all obligations end
	Correspondence — general	Until no longer needed for business reasons
<b>Insurance Records</b>	Policies — occurrence type	Permanent
	Policies — claims-made type	Permanent
	Accident reports	7 years
	Safety (OSHA) reports	7 years – Hazardous exposure records have to be kept for the term of employment plus 30 years
	Claims (after settlement)	7 years
	Group disability records	7 years after end of benefits
<b>Real Estate</b>	Deeds	Permanent
	Leases (expired)	7 years after all obligations end
	Mortgages, security agreements	7 years after all obligations end
<b>Tax</b>	IRS exemption determination and related correspondence	Permanent
	IRS Form 990s	7 years
	Employee personnel files	7 Years after termination of employment
<b>Human Resources</b>	Retirement plan benefits (plan descriptions, plan documents)	Permanent
	Employee handbooks	7 Years after the handbook is superseded.
	Workers comp claims (after settlement)	5 years; except for exposures and medical. 30 years for these records.
	Employee orientation and training	7 years after use ends

	materials	
	Employment applications	1 year
	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
	OSHA Logs	5 years
	EEO-1	4 years
	5500's	6 years
<b>Technology</b>	Software licenses and support agreements	7 years after all obligations end.
<b>Donor Records</b>	Endowment & Restricted Funds	Permanent
	Other than Endowment & Restricted Funds	10 years
	*Donation records include a written agreement between the donor and the charity with regard to any contribution, an email communication or notes of or recordings of an oral discussion between the charity and the donor where the representative of the charity made representations to the donor with regard to the contribution on which the donor may have relied in making the gift.	
<b>Plant Collection</b>	Located in a separate policy; please see the VP for Science and Conservation	