



## **PERFORMING ANIMAL WELFARE SOCIETY DOCUMENT MANAGEMENT POLICY**

**Documents shall be retained according to the following guidelines  
and shall be destroyed after such date:**

- Year-end audit reports: Permanently
- Legal correspondence: Permanently
- Donation records (endowment and restricted): Permanently
- Accounting work papers: Permanently
- Insurance policies: Permanently
- Insurance records (reports and claims): Permanently
- Minutes book of Board of Directors: Permanently
- Bylaws and Articles of Incorporation: Permanently
- Form 990 and state equivalents: Permanently
- State registrations: Permanently
- Claims for Welfare Exemption: Permanently
- Form 1099s and Form W-2s: 15 years
- Regular paid invoices: 10 years
- Bank statements and cancelled checks: 10 years
- Investment records: 10 years after sale or other disposal
- Contracts and leases: 10 years after expired
- Donation records other: 10 years
- Deposit slips: 10 years
- Mileage logs and employee expense reports: 10 years
- Personnel records: 10 years after termination
- Loan documents: 10 years after payoff
- Contracts and invoices for major asset acquisitions: 10 years after sale or disposal
- Business property statements: 10 years
- Restricted grant accountings: 10 years after project completion
- Payroll and sales tax returns: 7 years
- Payroll journals: 5 years
- Time sheets and time cards: 5 years
- General correspondence: 4 years
- Employment applications: 3 years
- Volunteer records: 3 years
- Interim financial statements: 3 years

**All records are stored at PAWS offices located in California**

*WARNING: All permitted document destruction shall be halted if the organization is being investigated by a governmental law enforcement agency, and routine destruction shall not be resumed without the written approval of legal counsel or the Board of Directors. Any documents not specifically listed above shall not be destroyed without approval of the Board of Directors.*

End of Record Retention Policy