



5821 Mossrock Drive  
North Bethesda, MD 20852  
Phone: 301-704-0032  
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## **DOCUMENT RETENTION AND DESTRUCTION POLICY**

This is India Development and Relief Fund, Inc (“IDRF”)’s policy for the retention and destruction of documents, in hard and electronic media. IDRF reserves the right to revise this Policy at any time.

### **Administrator**

IDRF’s President is the Administrator in charge of this Policy. His/her responsibilities are supervising the retention and destruction of documents according to the Document Retention Schedule (below), and recording the actions taken to retain and/or destroy them. The Administrator may modify and review the Document Retention Schedule to comply with law and organizational policies.

### **Other responsible parties**

IDRF’s directors, officers, staff, consultants, and volunteers are also subject to this policy and may assist Administrator. These responsible parties may share a document (one which does NOT contain donor or other confidential information) for personal purposes only with consent of the Administrator. When a responsible party leaves IDRF, he/she is expected return or destroy all documents containing donor or other confidential information, as determined by the Administrator.

### **Electronic documents**

The Administrator attempts to establish standards for document integrity, including guidelines for handling electronic files, backups, archiving documents, and checking the reliability of the system.

### **Emergency planning**

Documents are stored in a safe and accessible place, and essential documents should be regularly duplicated or backed up. The Administrator should develop reasonable procedures for document retention in the case of an emergency.

### **Privacy**

The Administrator determines how privacy laws apply to IDRF’s documents and ensures compliance with those laws.

### **Suspension of document destruction**

IDRF has a duty to preserve documents when litigation, an audit or a government investigation is anticipated. Federal law imposes criminal liability upon whomever “knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within



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the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case.” Thus, if Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, the Administrator shall immediately suspend document destruction. Failure to comply with this Policy could result in possible civil or criminal sanctions.



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## Document Retention Schedule (for both hard and electronic copies)

Document Type	Retention Period
<b>Accounting and Finance</b>	
Accounts Payable	5 years
Accounts Receivable	5 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements	5 years
Canceled Checks	5 years
Vendor Receipts	3 years
Consultant/contractor receipts	3 years
General Ledger (in QuickBooks)	Permanent
Interim Financial Statements	3 years
<b>Contributions</b>	
Contribution Records (since 2002)	Permanent
Documents Evidencing Terms of Gifts (since 2002)	Permanent
<b>Corporate and Exemption</b>	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes and resolutions for Board meeting	5 years
Other Corporate Filings	5 years
IRS Exemption Application (Form 1023 or 1024)	Permanent



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IRS Exemption Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter	Permanent
Employer Identification (EIN) Designation	Permanent
<b>Correspondence (includes emails)</b>	
Correspondence and internal memoranda relating to routine matters with no lasting significance	One year
Correspondence and internal memoranda important to IDRF or having lasting significance	Permanent, subject to review
E-mails not included in either of the above categories	12 months
<b>Grants</b>	
Grant Cover Letters	5 years from last grant
Grant Requests and related information	5 years from last grant
<b>Legal and Contracts</b>	
Contracts	10 years after termination
Legal correspondence	Permanent



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<b>Management</b>	
Policies and Procedures	Current version with revision history
<b>Intellectual Property</b>	
Service marks/Trademarks and Copyrights	Permanent
<b>Tax</b>	
Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns – Federal & State	Permanent
Tax returns	Permanent