

**Washington State College of Ohio
Foundation Record Retention Schedule**

Record Title	Description of Record	Period of Retention	Form of Retention	Method of Destruction	Document Owner	Storage Location
Accounts payable	Accounts payable documents	7 years	Electronic	Destroy	Foundation	S: Drive
Articles of	Articles of Incorporation	Permanently	Electronic	Never	Foundation	S: Drive
Audit reports	Audit reports	Permanently	Electronic	Never	Foundation	S: Drive (WSCO)
Annual reports	Annual reports	Permanently	Electronic	Never	Foundation	Website; M: Drive
Bank deposit slips	Bank deposit slips	3 years	Electronic	Destroy	Foundation	S: Drive
Bank	Bank statement/reconciliations	2 years	Electronic	Destroy	Foundation	S: Drive
Board meeting	Board meeting minutes and	Permanently	Electronic	Never	Foundation	Google Drive
Budgets	Budgets	2 years	Electronic	Destroy	Foundation	Google Drive
Bylaws/Policies	Bylaws/Policies	Permanently	Hard Copy/Electronic	Never	Foundation	Google Drive, S: Drive, & File in Foundation and then sent to storage
Charter	Charter	Permanently	Hard Copy	Never	Foundation	2 years in foundation and then sent to storage
Contracts, mortgages,	Contracts, mortgages, notes and	Permanently	Hard Copy	Never	Foundation	
Correspondence	Correspondence (general)	3 years	Electronic	Destroy	Foundation	Email
Correspondence (legal)	Correspondence (legal and important)	Permanently	Electronic	Never	Foundation	S Drive/Google Drive
Credit card receipts	Credit card receipts	3 years	Electronic	Destroy	Foundation	S: Drive
Credit memos	Credit memos	3 years	Electronic	Destroy	Foundation	S: Drive
Deeds, mortgages,	Deeds, mortgages, bills of sale	Permanently	Hard Copy	Never	Foundation	In Foundation
Donor records and	Donor records and acknowledgment	7 years	Electronic	Destroy	Foundation	Raiser's Edge
Grant applications,	Grant applications, contracts,	7 years after	Electronic	Destroy	Foundation	Google Drive
Internal audit reports	Internal audit reports	3 years	Electronic	Destroy	Foundation	S: Drive
Invoices to donors	Invoices to donors	8 years	Electronic	Destroy	Foundation	Google Drive
IRS Application for tax-	IRS Application for tax-exempt status	Permanently	Hard Copy	Never	Foundation	In Foundation
IRS Determination	IRS Determination letter	Permanently	Electronic	Never	Foundation	Google Drive
IRS Form 990 tax	IRS Form 990 tax returns, worksheets	Permanently	Electronic	Never	Foundation	S: Drive
IRS Form 1099	IRS Form 1099	7 years	Electronic	Destroy	Foundation	S: Drive
Judgments and other	Judgments and other legal	Permanently	Hard Copy	never	Foundation	In Foundation
Notes receivable	Notes receivable ledgers and	7 years	Hard Copy	shredding	Foundation	In Foundation
Press releases, photos,	Press releases, photos, press	Permanently	Electronic	Never	Foundation	M: Drive; Raiser's Edge
Property appraisals by	Property appraisals by outside	Permanently	Electronic	Never	Foundation	S: Drive
Scholarship	Scholarship applications,	7 years	Electronic	Destroy	Foundation	Google Drive; S: Drive

