

Highpointers Foundation Document Retention and Destruction Policy

It shall be the policy of the Highpointers Foundation to retain the following documents and records for the indicated period of time. Written records shall be maintained by the President, Secretary, Treasurer or the Director responsible for their creation, as appropriate. Electronic records shall be retained in a permanent electronic file and backed up on a hard drive or other appropriate electronic means. These electronic records shall be maintained by the President, Secretary, or a Director designated by the President of the Board.

Records to be Retained Permanently:

- Article of Incorporation
- IRS Form 1023 to apply to 501(c)(3) status
- Letter of Determination from the IRS granting 501(c)(3) status
- Bylaws
- Board Policies
- Board meeting minutes
- Electronic Discussion Among Board members
- Audits
- Financial Statements
- General Ledger
- Annual Forms 990

Records to be Retained for at least 7 Years:

- Checkbooks and Check Registers
- Business Expenses Documents
- Bank Deposit Receipts
- Cancelled Checks
- Bank Statements
- Invoices
- Investment Records (Deposits, Earnings, Withdrawals)