



ZAKAT FOUNDATION OF AMERICA RETENTION AND DESTRUCTION POLICY

This policy specifies the importance of which documents should be retained and/or protected and when each document will be eligible for destruction. This policy ensures the documents are promptly provided to authorities if needed.

Documents Destruction Schedule

The following documents will be retained for the following period of time. At least one copy of each document will be retained according to the following schedule.

Document	Minimum Retention Requirement	Destruction Schedule
Organizational Documents such as Articles of Incorporation, Bylaws, etc.	Permanent	N/A
Financial Statements	Permanent	N/A
Form 990	Permanent	N/A
Board Meeting Notes	Permanent	N/A
Audit	Permanent	N/A
Tax Documents	Permanent	N/A
Employee Records	Permanent	N/A
Donor Lists	Permanent	N/A
Rejected Grant Proposal	2 years	Shred/Delete
One time given presentations	2 years	Recycle/Delete
Funded Grant Proposals & Reports	7 years	Shred/Delete
Earning Records	7 years	Shred/Delete
Time Sheets	7 years	Shred/Delete
Payroll/W-2 Statements	7 years	Shred/Delete
Expenses Report	7 years	Shred/Delete
Contracts	7 years	Shred/Delete
Invoices	7 years	Shred/Delete
Re- usable Presentations given	7 years	Recycle/Delete
Copy of donation checks	7 years	Shred
Copy of canceled checks	7 years	Shred
Copy of donor's returned checks	7 years	Shred
Aid/Zakat Applications	7 years	Shred/ Delete
Photographs	10 years	Recycle/Delete