



## **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.

<b>Document</b>	<b>Minimum Retention Requirement</b>	<b>Destruction Schedule</b>
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