

**Society of St. Vincent DePaul**  
**ADCC of Indianapolis, Inc.**

Data Retention Administrative Policy

All data maintained at the ADCC of Indianapolis of the Society of St. Vincent de Paul is subject to physical storage capacities. This refers to electronically maintained data, printed materials, and photos/prints/paintings. A determination must be made as to the category into which the data falls and then a further determination as to how long the data must be maintained (useful life). Certain data also falls into the realm of archival material and must be stored permanently. After the data has reached its useful life (and it is not considered archival material), the data should be disposed-of/destroyed as appropriate. For confidential data in paper format, disposed-of/destroyed means shredding. For confidential data in electronic format, disposed-of/destroyed means ensuring the data is inaccessible by any means.

Archival material has historical significance and is considered to be at least 5 years old. A maximum of two copies of each archived item may be maintained.

Where data is maintained electronically, the vehicle (hardware, software, etc.) to access the data must also be maintained, For example, if financial data is maintained using a particular software package, then, when the data is stored or archived, the software package must be stored appropriately to ensure access to the data and reporting capability,

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The following is a list of data by category, its retention period and its expected disposition after the retention period has been met or exceeded. The word "open" under retention period means to maintain those files as open or current files until expired. After "open" files reach expiration, then normal retention takes effect. Some systems refer to maintaining records permanently; in that case, those records are moved to archives after 5 years.

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| Type of Data   | Retention Period | Disposition |
|--|------------------|-------------|
| <b>ADCC of Indianapolis Records</b>  |                  |             |
| Accident Reports and Claims (settled)  | 7 years          | Destroy     |
| Accounts Payable Ledgers & Schedules   | 7 years          | Destroy     |
| Accounts Receivable Ledgers & Schedules  | 7 years          | Destroy     |
| Audit Reports of Accountants   | 5 years          | Archive     |
| Bank Deposits  | 3 years          | Destroy     |
| Bank Reconciliations   | 1 year           | Destroy     |
| Bank Statements  | 7 years          | Destroy     |
| Cancelled Checks   | 7 years          | Destroy     |
| Cancelled Checks - Special<br>Importance Taxes, Property<br>Purchase, Special<br>Contracts, etc. | 5 years          | Archive     |
| Capital Stock and Bond Records   | 5 years          | Archive     |
| Case Records and Cards   | 3 years          | Destroy     |
| Cash Receipts  | 7 years          | Destroy     |
| Chart of Accounts  | 5 years          | Archive     |
| Conference Annual Reports  | 5 years          | Archive     |
| Consolidated Stores Annual Report  | 5 years          | Archive     |
| Contracts and Leases (expired)   | 7 years          | Destroy     |
| Contracts and Leases (still in effect)   | open             |             |
| Contribution Records   | 7 years          | Destroy     |
| Council Consolidated Reports   | 5 years          | Archive     |
| Correspondence - General   | 3 years          | Destroy     |
| Correspondence - Routine   | 1 year           | Destroy     |
| Correspondence - Legal/Important   | 5 years          | Archive     |
| Deeds, Mortgages, Bills of Sale<br>(expired)   | 5 years          | Archive     |
| Deeds, Mortgages, Bills of Sale<br>(active)  | open             |             |
| Depreciation Schedules   | 5 years          | Archive     |
| Duplicate Deposit Slips  | ?                | ?           |

|   |         |         |
|---|---------|---------|
| Expense Analysis                        | 7 years | Destroy |
| Expense Distribution Schedules          | 7 years | Destroy |
| Financial Statements (end of year)      | 5 years | Archive |
| General and Private Ledgers             | 5 years | Archive |
| Insurance Policies (expired)            | 3 years | Destroy |
| Insurance Records (current)             | open    |         |
| Internal Audit Reports                  | 3 years | Destroy |
| Internal Reports (miscellaneous)        | 3 years | Destroy |
| Inventories                             | 7 years | Destroy |
| Invoices Sent                           | 7 years | Destroy |
| Invoices Received                       | 7 years | Destroy |
| Items with Historical Significance      | 5 years | Archive |
| Journals                                | 5 years | Archive |
| Letters of Aggregation/Institution      | 5 years | Archive |
| Meeting Minutes (Board. of Directors)   | 5 years | Archive |
| Meeting Minutes (miscellaneous)         | 7 years | Destroy |
| Notes Receivable and Schedules          | 7 years | Destroy |
| Option Records (expired)                | 7 years | Destroy |
| Option Records (current)                | open    |         |
| <hr/>                                   |         |         |
| Petty Cash Vouchers                     | 3 years | Destroy |
| Plant Cost Ledgers                      | 7 years | Destroy |
| Property Appraisals (expired)           | 5 years | Archive |
| Property Appraisals (current)           | open    |         |
| Property Records (expired)              | 5 years | Archive |
| Property Records (current)              | open    |         |
| Purchase Orders                         | 7 years | Destroy |
| Receiving Sheets                        | 1 year  | Destroy |
| Requisitions                            | 1 year  | Destroy |
| Safety Records                          | 7 years | Destroy |
| Sales Records                           | 7 years | Destroy |
| Scrap and Salvage Records               | 7 years | Destroy |
| Stock and Bond Certificates (cancelled) | 7 years | Destroy |
| Stock and Bond Certificates (current)   | open    |         |
| Stockroom Withdrawal Forms              | 1 year  | Destroy |
| Subsidiary Ledgers                      | 7 years | Destroy |
| Tax Filings and Worksheets              | 5 years | Archive |
| <b>Time Books</b>                       | 7 years | Destroy |
| Trial Balance (end of year)             | 5 years | Archive |
| Voucher Register and Schedule           | 7 years | Destroy |
| Vouchers for payments                   | 7 years | Destroy |
| <b>ADCC Member Annual Meetings</b>      |         |         |
| Attendee Materials                      | 5 years | Archive |
| Committee and Other Meeting Notes       | 5 years | Archive |
| Minutes                                 | 5 years | Archive |
| Talks of Guest Speakers                 | 5 years | Archive |
| Workshop Notes and Handouts             | 5 years | Archive |
| <b>Publications</b>                     |         |         |
| Bound Books                             | 5 years | Archive |
| Consolidated Annual Reports             | 5 years | Archive |
| Periodicals                             | 5 years | Archive |
| Training Materials                      | 5 years | Archive |
| <b>Mideast Regional Meetings</b>        |         |         |
| Attendee Materials                      | 5 years | Archive |
| Minutes                                 | 5 years | Archive |