

## Food Bank of Northern Nevada Record Retention Policy

The FBNN will normally retain records in accordance with the following schedule.

Description	Retention Period
Accident Reports/claims – closed cases	7 years
Accounts payable ledgers/detail	7 years
Accounts receivable ledgers/detail	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	2 years
Capital stock & bond records; ledgers, transfer registers, stubs showing issues, record of interest, coupons, etc.	Permanently
Charts of Accounts	Permanently
Checks – canceled	7 years
Checks – canceled for important payments – i.e., taxes, purchases of property, special contracts, etc. Canceled checks should be filed with the documents pertaining to the underlying transaction.	Permanently
Contracts, mortgages, notes & leases (still in effect)	Permanently
Contracts, mortgages, notes & leases (expired)	7 years
Correspondence (general)	2 years
Correspondence (routine) with customers or vendors	2 years
Correspondence (legal matters)	Permanently
Deeds, <del>mortgages</del> & bills of sale	Permanently
Depreciation schedules	Permanently
Donation Records	7 years
Duplicate deposit slips	2 years
Employment Applications & Testing	2 years
Expenses analysis/expense distribution schedules	7 years
Financial statements	Permanently
Garnishments	7 years
General ledgers	Permanently
Grant Documents	7 years
Insurance policies	Permanently
Inventories of products, materials, supplies	7 years
Invoices (to customers and from vendors)	7 years
Minute books of Board of Directors	Permanently
Notes receivable ledger & schedules	7 years

**Commented [NL1]:** Redundant covered above in the two lines starting with Contracts

**Food Bank of Northern Nevada  
Record Retention Policy**

Payroll records and summaries	7 years
Personnel files (terminated)	7 years
Physical inventory tags	3 years
Property Appraisals	Permanently
Property records, including costs, depreciation, blueprints, plans	Permanently
Purchase Orders – not accounts payable copy	1 year
Receiving sheets	1 year
Retirement and pension records	Permanently
Stocks & bonds certificated (canceled)	7 years
Subsidiary ledgers	7 years
Tax returns	Permanently
Time sheets/cards	7 years
Vouchers for payment to vendors, employees, etc.	7 years
Withholding tax statements	7 years

Affirmation of board action adopting/amending this policy

\_\_\_\_\_  
Secretary

Date of Adoption/Revision 7/25/19

**Food Bank of Northern Nevada  
Record Retention Policy**