



Vision Rehabilitation Services That Rebuild Independence

## Policy Document Retention and Destruction

The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.

The San Diego Center for the Blind shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy includes paper, electronic files (including email) regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C Section 1519 and the Sarbanes-Oxley Act, the staff, board., and volunteers of The San Diego Center for the Blind shall not knowingly destroy a document with the intent to obstruct or influence an "investigation or proper administration of any matter within the jurisdiction of any department agency of the United States...or in relation to or contemplation of such matter or case." If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. In order to eliminate accidental or innocent destruction, The San Diego Center for the Blind has the following document retention requirements:

<u>Records to be Retained</u>	<u>Length</u>
Job applications, resumes, and job inquiries sent to The San Diego Center for the Blind -----	2 years
Minutes, bylaws and charter -----	Permanently
Employee Wage Records -----	3 years
Employment Eligibility Verification -----	1 year after employee's termination, but at least 3
Insurance Policies (expired) -----	3 years
Employee Personnel Files -----	7 years
Training Records -----	3 years



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<u>Records to be Retained</u>	<u>Length</u>
Help Wanted Ads, Job Openings -----	2 years
First aid records or Work Comp Claims -----	3 years
Contracts -----	3 years
Business Records -----	3 years
Accounting Records: Accounts Payable, Accounts Receivables, Cancelled Checks, Payroll Records, etc. -----	7 years
Bank Reconciliations & Bank Statements -----	3 years
Audit Reports, Depreciation Schedule -----	Permanently
Client Records -----	7 years