

Document Retention and Destruction

Purpose:

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provide for systematic review, retention, and destruction of documents received or created by Black Hawk County Gaming Association in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, and to eliminate accidental or innocent destruction of records.

Document Retention

Black Hawk County Gaming Association follows the document retention procedures outlined below.

Corporate Records

Annual reports	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years
Business Expense Records	7 years
Journal Entries	7 years
Invoices	7 years
Cash Receipts	3 years
Credit Card Receipts	3 years

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Bank Records

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Payroll Tax Returns	7 years
W-2 Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
1-9 Forms	3 years

Donor and Grant Records

Grant Applications and Contracts	7 years after completion
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Legal, Insurance and Safety Records

Appraisals	Permanent
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

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Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, that fall into one of the document types, will be maintained for the appropriate amount of time.

Emergency Planning

Black Hawk County Gaming Association's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping Black Hawk County Gaming Association operating in an emergency will be duplicated or backed up at least every month and maintained off-site.

Document Destruction

Black Hawk County Gaming Association's Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction.