

Approving a Mandatory Document Retention and Periodic Destruction Policy
For the Millville Housing Authority

WHEREAS, the Housing Authority of the City of Millville, a Public body created and organized pursuant to and in accordance with the provisions of the Laws of the State of New Jersey has identified a need to approve a Mandatory Document Retention and Periodic Destruction Policy.

AND WHEREAS the MHA Directors have reviewed the attached policy and believe that it will assist administrative personnel to know the length of time that records should be retained in order to be in compliance with the Sarbanes-Oxley Act, as well as eliminate accidental or innocent destruction of company records;

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF MILLVILLE THAT the attached Mandatory Document Retention and Periodic Destruction Policy is approved.

Larry Miller

Brian Tomlin

Paula Ring

James Parent

Pamela Kipers

Dianne McCarthy

Herbert Kelley

Date:

Attest:

Paul F. Dice, Secretary

**MILLVILLE HOUSING AUTHORITY
MANDATORY DOCUMENT RETENTION AND PERIODIC DESTRUCTION POLICY**

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. Nonprofit organizations should have a written, mandatory document retention and periodic destruction policy. This policy will assist administrative personnel to know the length of time records should be retained to be in compliance as well as eliminate accidental or innocent destruction of company records.

The following table provides the minimum requirements:

<u>Type of Document</u>	<u>Minimum Retention Requirement</u>
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year end financial statements	Permanently
Insurance policies (expired)	3 years
Insurance records, accident reports, claims, policies	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years