



This is the document retention and destruction policy of Mentis.

Mentis shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements.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 include paper, electronic files (including emails) and voice mail records regardless of where the document is stored. This includes items stored on network servers, desktop or laptop computers, handheld devices and/or any other wireless devices with text messaging capabilities. Any employee of Mentis, or any other person who is in possession of records belonging to Mentis who is uncertain as to what records to retain or destroy, when to do so, or how to destroy them, may seek assistance from the Operations Manager.

Record Maintenance Assignments

Accounting Records	Financial Specialist and/or Finance Manager
Tax Records	Finance Manager and/or Executive Assistant
Payroll Records	Finance Manager and/or Executive Assistant
Insurance Records	Operations Manager and/or Executive Assistant
Corporate Documents	Executive Assistant
Board of Directors	Operations Manager
Grants, Donations, Awards	Executive Director
Legal Records	Operations Manager
Personnel Records	Operations Manager

Accounting Records

Annual financial statements	Permanent
Subsidiary ledgers	10 years
General ledger	Permanent
Annual audit records	Permanent
Journal entries	10 years
Internal reports	10 years
Canceled checks (see exception below)	10 years
Canceled checks for important payments (e.g. property purchase, taxes, etc.)	Permanent

Updated 12/09/2019



A/P invoices	10 years
A/R invoices	10 years
Cash books	10 years
Depreciation schedules	10 years
Accounts payable	10 years
Accounts receivable	10 years
Audit reports	Permanent
Chart of accounts	Permanent
Expense records	10 years
Inventory records	10 years
Purchase orders	10 years
Sales records	10 years
Duplicate deposit slips	10 years
Bank statements	10 years
Scrap and salvage records	10 years

Tax Records

Federal tax returns (excluding payroll)	Permanent
State & local tax returns	Permanent
Form 990 & supporting documentation	Permanent
1099 forms	Permanent
Magnetic tape & similar records	Permanent
Payroll taxes (W2, W3)	Permanent
Payroll taxes (Form 941, state withholding, unemployment)	Permanent
Capital stock and bond records	Permanent

Payroll Records

Payroll deductions	10 years
Time cards	10 years
W-4 forms	10 years
Payroll records	10 years
State unemployment tax records	Permanent
Cancelled payroll checks	10 years

Updated 12/09/2019



Deductions register	10 years
Earnings records	10 years

Insurance Records

Policies (including expired)	Permanent
Claims for loss/damages	Permanent
Accident reports	Permanent
Appraisals	Permanent

Corporate Documents

Incorporation records	Permanent
Bylaws & Amendments	Permanent
Secretary of State Filings	Permanent
IRS Determination Letter & Related Correspondence	Permanent
All Other Corporate Organizing Documents	Permanent

Board of Directors

Board Agendas	Permanent
Board Resolutions/Minutes	Permanent
Committee Charters	Permanent
Committee Resolutions/Minutes	Permanent
Committee Reports	Permanent
Board Policies	Permanent

Grants, Donations, Awards

Grant Proposals (Awarded Grants)	Permanent
Grant Award Letters/Agreements	Permanent
Grant Reports	Permanent
Grant Proposals & Rejection Letters (Rejected Grants)	Permanent

Legal Records

Current contracts and leases	Permanent
Expired contracts and leases	10 years

Updated 12/09/2019



General correspondence	4 years
Legal correspondence	Permanent

Updated 12/09/2019