



50 Hartwood Church Road, Fredericksburg VA, 22406  
[hartwooddays@crew1717.org](mailto:hartwooddays@crew1717.org) 540-752-4671 <http://www.hartwooddays.org>

**Document Retention Policy  
 STAFFORD COUNTY HARTWOOD DAYS & AGRICULTURAL FAIR  
 COMMITTEE**

The STAFFORD COUNTY HARTWOOD DAYS & AGRICULTURAL FAIR recognizes that as a tax-exempt, non-profit organization, proper record keeping, records retention and record disposal are very important. In order to retain Federal Tax exemption, the Society will strive to comply with the federal and state laws relating to record keeping, record retention and record disposal.

All institutional and legal records, federal tax records, accounting and financial records, litigation records, insurance records and personnel files should be recorded and retained to the minimum standards set by federal and state mandate and as listed in the table below. This table will be updated from time-to-time as requirements change. The term “records” include any document – paper, electronic or other formats – that is created or received by this office that documents the organization, functions, operations or other activities of this office.

In addition, the Society may identify other non-mandated, but valuable intangible property of importance that it will strive to protect and preserve. The property could include, but not limited to certificates, licenses, publications royalty records and other background material which will be treated and retained as permanent records where possible.

The assigned records custodian, Secretary and Treasurer will be responsible for maintaining the records of the Society and are authorized to dispose of records, but only when they have exceeded the retention periods mandated by law or otherwise stated. The disposal of documents that include or may include confidential information such as personal identification numbers including Social Security numbers, will be disposed of by shredding or other means that will insure to protect confidential information.

Table A

Institutional and Legal Records:

Articles of Incorporation	Permanent
Charter	Permanent
By-Laws	Permanent
Minutes of Directors Meetings	Permanent
Minutes of Committee Meetings	Permanent



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Deeds and Titles	Permanent
Leases While active	+ 6 years
Patent & Trademark Records While active	+ 12 years
State Qualification of Doing Business	Permanent
Federal Tax Records:	
Form 990 and support	Permanent
Form 990-T and support	Permanent
W-2 & W-3 Forms	Permanent
IRS Exemption Determination Letter	Permanent
State Tax Exemptions	Permanent
Accounting & Financial Records	
Annual Financial Statements & Audit Reports	Permanent
Description of Accounting System	Permanent
General Ledgers	Permanent
Account Payable and Subsidiary ledgers	10 years
Accounts Receivable and Subsidiary ledgers	10 years
Check Registers	10 years
Operating Ledgers While active	+ 9 years
Uncollected Accounts	10 years
1099 and other federal forms	10 years
Litigation Records	
Settlement Documents	Permanent
Claims While active	+ 9 years
Court documents & records While active	+ 9 years
Discovery Materials While active	+ 9 years
Insurance Records	
Property & Liability Policies While active	+ 12 years
Insurance claims documentation While active	+ 12 years
Bank Records	
Bank Statements	10 Years
Wire Transfer records	10 Years
Bank Reconciliation's and support	10 Years
Canceled Checks	10 Years
Personnel Files	
W-2 & W-3 Forms Permanent	Permanent



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Personnel Files including:

Application, 1-9 record, resume,	While active + 10 years
Performance evaluations, personnel action forms,	While active + 10 years
W-4 Form, state withholding form	While active + 10 years
EEO Records (AAP, EEO-1)	
Benefit Plans While active	10 Years
Application of non-selected Candidates	2Years
Transient Records	After administration value has been met

Revised and Adopted by resolution of the Board 4 March 2012

Willis M. Madden Jr.  
 Chair,  
 Stafford County Hartwood Days Festival Committee  
<http://www.hartwooddays.org/>

Daniel Stoll  
 Agricultural Area Director,  
 Stafford County Hartwood Days Festival Committee  
<http://www.hartwooddays.org/ag>