



### **Accounting and Employee Records**

The monthly financial statements, allocation journal entries, transaction reports, budgets, reconciliation reports, copies of cash disbursements, and cash receipts are maintained electronically on a network drive, in the accounting system and in hard copy files (in monthly binders) in a central location in the Accounting department. Vendor documentation is kept in the Accounts Payable files in the Accounting office.

All payroll and payroll related records will be retained indefinitely.

Tax records will be retained for a minimum of eight (8) years.

Accounting records and supporting documents will be retained eight (8) years.

Formal communication documents not related to accounting will be retained three (3) years.

Electronic/computer system documentation backup will be retained offsite indefinitely.