



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Record Retention Policy		
Policy #: 15-006	Original: September 4, 2013	Revised : July 2022
Approval: Company Floor		Date: 7/6/2022

Objective: The purpose of this policy is to establish how various documents of the Delaware City Fire Company will be filed and retained.

- 6.0 The Delaware City Fire Company takes seriously its obligations to preserve information relating to litigation, audits, and investigations.
- 6.1 The information listed in the retention schedule below is intended as a guideline and may not contain all the records the fire company may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the President.
- 6.2 From time to time, the President may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the President.
- 6.3 **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 on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.
- 6.4 **Emergency Planning**
The fire company records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Organization operating in an emergency will be duplicated or backed up at least every week and maintained off-site.



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6.5 **Document Destruction**

The President is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

6.6 **Compliance**

Failure on the part of members to follow this policy can result in possible civil and criminal sanctions against the fire company and its members and possible disciplinary action against responsible individuals. The President and Board Chair will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

6.7 **Personnel Files**

In accordance with State law, all members have the right to access and inspect their personnel files; at a reasonable time, upon request of the member. All requests to inspect files will be made to the President, in writing, and files will be made available at a mutually agreed upon time. The records must be inspected in the presence of the President.

6.8 **Document Retention Schedule**

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
Letter of Determination from the IRS granting tax-exempt and/or charitable status	Permanent
By Laws	Permanent
Documented Policies	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Tax or Employee Identification Number Designation	Permanent
Annual Corporate Filings	Permanent



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Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 Years
Business Expenses Documents	7 Years
Bank Deposit Slips	7 Years
Cancelled Checks	7 Years
Invoices	7 Years
Investment Records (Deposits, Earnings, Withdrawals)	7 Years
Property/Asset Inventories	7 Years
Petty Cash Receipts/Documents	3 Years
Credit Card Receipts	3 Years

Tax Records

Annual Tax Filing for the Organization (IRS Form 990 or 990EZ)	Permanent
Payroll Registers	Permanent
Filings of Fees Paid to Professionals (IRS Form 1099)	7 Years
Payroll Tax Withholdings	7 Years
Earnings Records	7 Years
Payroll Tax Returns	7 Years
W-2 Statements	7 Years

Personnel Records

Employee Offer Letters	Permanent
Confirmation of Employment Letters	Permanent
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Applications and resumes	7 Years After Termination
Promotions, Demotions, Letter of Reprimand, Termination	7 Years After Termination
Job Descriptions, Performance Goals	7 Years After Termination
Workers' Compensation Records	5 Years
Salary Ranges Per Job Description	5 Years
I-9 Forms	5 Years After Termination
Time Reports	3 Years After Termination

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent
Mutual Relief Policies	Permanent



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Contracts

All Insurance Contracts	Permanent
Employee Contracts	Permanent
Employee Union Contracts	Permanent
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/Mortgage Contracts	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 Years
Warranties	7 Years

Donations/Funder Records

Grant Dispersal Contract	Permanent
Donor Lists	7 Years
Grant Applications	7 Years
Donor Acknowledgements	7 Years

Management Plans and Procedures

Strategic Plans	7 Years
Staffing, Programs, Marketing, Finance, Fundraising and Evaluation Plans	7 Years
Vendor Contacts	7 Years
Disaster Recovery Plan	7 Years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Documents Retention Schedule. Computer backup media will be included and if necessary transferred to current media to ensure accessibility.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board Chair and President will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.