

## Records Retention Schedule - BCC Foundation

Office: BCC Foundation

BCC File Code	NJDARM Ref #	Record Series Name	Description	Official Owner	Total Retention	Active Storage	Offsite Storage	Format/Notes
CO-FO01-01	C270203/0029-0000	Bank Deposits	Includes Copies of Checks, Donor Information and other backup documentaion for deposits made to Foundation Accounts	Foundation Accounting	7 years	2 years	5 years	Paper
CO-FO02-01	C270203/0021-0000 & C270203/0072-0001	Cash Disbursements / Check Requests/ Payment Requests	Includes invoices and other related paperwork for disbursements	Foundation Accounting	7 years	2 years	5 years	Paper
CO-FO03-01	C270203/0032-0000	Reconciliations	Includes Statement Copy, Copy of GL, Copy of Journal Entries, etc	Foundation Accounting	7 years	2 years	5 years	Paper
CO-FO04-01	C270203/0033-0012	General Ledger	Includes year end GL for the FoundationAccounts	Foundation Accounting	Permanent			Paper
CO-FO05-01		Donor Correspondence	Includes Coorespondence sent to donors by the Foundation Office. Effective May 2011 these will be kept electronically.	Foundation	7 years	2 years	5 years	Electronic (paper till April 2011)
CO-FO06-01		Donor Files	This includes records about major donors and their donation details.	Foundation	Permanent			Paper / Electronic
CO-FO07-01	C270302/0001-0003	Scholarship Applications - Awarded	Includes Application(s) and other paperwork received from students for various scholarships	Foundation	7 years after final award payment	3 years after final award payment	4 years	Paper
CO-FO08-01	C270302/0001-0004	Scholarship Applications - Not Awarded	Includes Application(s) and other paperwork received from students for various scholarships	Foundation	3 years	3 years		Paper
CO-FO09-01	C270302/0001-0003	Scholarship Award Letter		Foundation	7 years after final award payment	3 years after final award payment	4 years	Paper
CO-FO10-01	C270401/0001-0000	Alumni Membership Application		Foundation	1 year after data is entered to a database	1 year after data is entered to a database	NA	Paper
CO-FO11-01	C820000/0300-0001	External Audit Report		Foundation	Permanent			Paper
CO-FO12-01	C270902/0001-0000	Foundation Board Meeting Records	Includes Meeting Agendas and Minutes from the Foundation Board Meetings	Foundation	Permanent			Paper / Electronic
CO-FO13-01		Event Files	Includes records related to hosting a major event or fundraising activity	Foundation	Permanent			Paper
CO-FO14-01	C270203/0024-0001	Contracts	Includes copy of the signed contract and associated Statement of Work	Foundation	Life of the Contract + 7 years	Life of the Contract +2 years	5 years	Paper
CO-FO15-01		Payroll/ Tax records (Upto July 2009)	Includes payroll and associated tax records for Foundation employees	Foundation	7 years	2 years	5 years	Paper
CO-FO16-01	C270206/0109-0001	Leave Requests - Prior to July 2009		Foundation	6 years	2 years	4 years	Paper
CO-FO16-02	C270206/0109-0001	Leave Requests - After July 2009	These are copies. Originals should be sent to HR.	HR	1 year	1 year	NA	Paper