



Boston VA Research Institute, Inc.

Date: 5/24/2012

Department: **Operations**

POLICY NO. 12-05

TITLE OF POLICY:

RECORD RETENTION AND DESTRUCTION

1.0 PURPOSE

This Document Retention and Destruction Policy of the Boston VA Research Institute, Inc. establishes:

- (a) minimum retention time frames for BVARI documents and records
- (b) procedures for the destruction of BVARI documents and records and
- (c) proper storage locations for BVARI documents and records

So as to comply with state and federal laws and regulations including. If these standards conflict with any applicable law, the law takes precedent and will apply.

2.0 SCOPE

This policy identifies the record retention responsibilities of staff, members of the Board of Directors, and outsiders for maintaining and documenting the storage and destruction of the Organization's documents and records.

3.0 POLICY

The Organization's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:

- (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents;
- (b) all other paper documents will be destroyed pursuant to the list of documentation;
- (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage upon review; and
- (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

It is the policy of BVARI to retain records as required by law and to destroy them when appropriate. The destruction of records must be approved by the Executive Committee upon

an annual request by the Director of Finance, and logged into the Organization's Destroyed Records Log. Any regularly scheduled document destruction shall be suspended

4.0 DEFINITIONS

Record - A record is information that has been recorded or captured on a given media. Recorded information may be found on paper, audiotape, and computer hard-drives and disks. The record is both the message and the media it is stored on.

5.0 RESPONSIBILITIES

5.1 BVARI Board of Directors: The BVARI Board of Directors is responsible for the overall policy, planning, and coordination of all BVARI activities within the VA Boston Healthcare System.

5.2 CEO: The BVARI CEO is responsible for developing, administering, and coordinating a business process that provides optimal internal controls for BVARI.

5.3 DEPARTMENT DIRECTOR: Each appropriate Department Director is responsible for ensuring that the BVARI employees follow the policies defined in the policy.

6.0 PROCEDURES

6.1 Long Term Storage

Boxes will be shipped to an offsite storage facility on an annual basis. Any records that are pertinent for retention after 3 years will be sent to storage facility. Each box will be appropriately labeled and an inventory will be retained by the Operations Department. At the end of each calendar year end, boxes will be shipped for storage. Upon their expiration, as set forth below, the BVARI staff shall destroy the records. Permanent records will be retained by BVARI.

6.2 Exceptions.

Exceptions to these rules and terms for retention may be granted only by the CEO or Chairman of the Board

Specific records and their related retention policy for BVARI is as follows:

Human Resources Department

Permanently

Insurance policies (expired)
Insurance records (policies, claims, etc.)
Retirement and pension records

3 Years

Employment applications
I-9 Documentation (term employees) – or 1 year after termination

7 Years

Accident reports/claims (settled Cases)
Affirmative action plans
EEOC reports
Garnishments
Payroll records and summaries
Time sheets/cards
Withholding tax statements

10 years

Personnel records (terminated)
Workers compensation documents

Finance Department

Permanently

Audit reports
Chart of Accounts
Depreciation schedule
General ledgers/year end trial balance

2 years

Duplicate deposit slips

3 years

Bank statements
Financial statements
Financial and programmatic records for federal awards
Internal audit reports
Petty cash vouchers
Receiving sheets POS

7 years

Accounts payable ledgers and schedules
Accounts receivable ledgers and schedules
Bank deposit records
Cancelled Checks
Electronic fund transfer documents
Expense analyses - distribution schedule
Invoices (to customers, from vendors)
Notes receivable ledgers and schedules
Purchasing department copy Pos
Sales records

Subject fee accounts including any and all logs for subject gift cards (to be retained for seven years from the date the IRB ends and/or terminates the study).
Subsidiary ledgers

Operations & Compliance Department

Permanently

Charters, Constitutions, Bylaws
Deeds mortgages and bills of sale
Incorporation Records
Minute books of directors, bylaws and charters
Patents and related papers – working with SPA
Property records (incl. depreciation schedules)
Still in effect contracts mortgages, notes and leases
Trademark registrations and copyrights

3 years

Physical inventory tags

7 years

Donation acknowledgements
Expired contracts mortgages, notes and leases
Inventories of products, materials and supplies

Sponsored Programs Department

1 year

Grant applications (unfunded)

7 years

Grant applications (funded)
Grant collaboration files
Study records

All Departments

Permanently

Journals
Legal and important correspondence
Training manuals

1 year

Requisitions

2 years

Operations

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General correspondence

Routine with customers and vendors correspondence

3 years

Internal reports

7 years

Per the Agreement

Voucher register and schedules

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7.0 RELATED DOCUMENTS:

None

8.0 REVISION HISTORY

Revision Letter	Author	Revision Date	Description of Changes
A	Nancy Watterson-Diorio	11/25/2008	Original document
B	Daniel Burke	12/1/2009	Added audio recordings
C	Jeffrey Burd	5/24/2012	Reordered listing

REASON FOR ISSUE:

SUMMARY OF CHANGES:

RELATED DOCUMENTS:

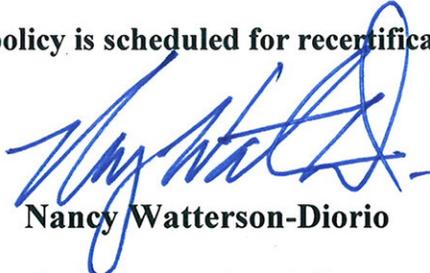
RESPONSIBLE OFFICER:

Director of Operations

RECISSION:

Record Retention Policy dates January, 2010.

RECERTIFICATION: This policy is scheduled for recertification on or before the last working day of May, 2015.



Nancy Watterson-Diorio

Chief Executive Officer

DISTRIBUTION

Board of Directors, Date:

FLD: Sharepoint Server _____ E-mailed _____ to:

BVARI Staff, Stakeholders