

**Policy and Procedure**

**Records Retention and Destruction**

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**Description:** Boyce Thompson Institute (BTI) has established a Records Retention and Destruction Policy to maintain, protect, and retain or dispose of BTI records in accordance with legal requirements, historical and reference needs. BTI recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. After a specified period of time, official records are systematically disposed of in a manner that is consistent with prescribed records and information management guidelines and procedures.

**Policy:**

1. It is the policy of BTI to retain records as required by law and to destroy them when appropriate.

2. All official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in BTI Records Retention Schedule.
   - "Official record" means a record having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision; and; the single official copy of a document maintained on file by an administrative unit of BTI which is usually, but not always, the original.
   - "Electronic records" means word processing, spreadsheets, databases, e-mail, and any other type normally found on computers.

3. Electronic records must be maintained in a readily retrievable format for the entire time they are retained regardless of status to prevent system migration problems.
   - If a new computer system (hardware, software, etc.) is implemented that uses records from an older computer system, the records must be converted to the new computer system's format or maintained in some other format that can still be readily retrieved.

4. Boyce Thompson may make preservation duplicates of records such as microfilming paper records.
   - A preservation duplicate record shall be durable, accurate, complete, and clear and shall be made by means designated by BTI.
A preservation duplicate record shall have the same force and effect for all purposes as the original record whether or not the original record is in existence.

A transcript, exemplification, or certified copy of a preservation duplicate record shall be deemed for all purposes to be a transcript, exemplification, or certified copy of the original record.

Duplicate files, duplicate copies, and stocks of obsolete forms or pamphlets originally intended for distribution are not considered to be official records or record copies.

Duplicates or non-record convenience copies are to be destroyed when they cease to be useful and will never be kept longer than the official record copy.

5. The destruction of records must be approved via a Records Destruction Request Form.

- A record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period for the record set in BTI Records Retention Schedule.

- If no action as described above has been taken, records may be destroyed in accordance with the approved retention periods shown in the Records Retention Schedule.

**Procedure:**

1. All requests for destruction of BTI records must be documented on a Records Destruction Request Form by the custodian of the record and approved by the appropriate officer.

2. Once the records have been destroyed, a copy of the Records Destruction Request Form will be included in BTI Records Destruction Log located on the Business Office common network drive under Record Destruction Log.
Description: Boyce Thompson Institute’s Records Retention Schedule prescribes the periods of authorized retention for all applicable Boyce Thompson Institute records.

Policy:

6. It is the policy of Boyce Thompson Institute that all official records (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in Boyce Thompson’s Records Retention Schedule.

- Notwithstanding such minimum retention periods, all records must be maintained until all required audits are completed and should be retained beyond the listed retention periods where there is a probability of litigation either involving records or requiring their use.

7. The Records Retention Schedule shall be revised periodically to include a newly created record series, to change retention periods, or to delete a record series no longer useful.

- Appropriate approval procedures must be followed and completed before any revisions would become effective.

Procedure:

3. The Treasurer must approve additions, changes or deletions to Boyce Thompson Institute’s Records Retention Schedule.
RetentionPolicy
Record (Paper or Electronic) Period

CORPORATE

- Annual reports Permanent
- Articles of incorporation, constitution and by-laws Permanent
- Claims and litigation files 10 years
- Minutes (board and committees with board authority) Permanent
- Minutes (committees without board authority) 5 years
- IRS determination and state Tax-Exempt Certificate Permanent

DEVELOPMENT

- Gift Records Life of gift & 7 years

FINANCE

- Accounts receivable and payable (3 years beyond end of grant) 10 years
- Auditors’ reports/work papers Permanent
- Bank deposit slips 3 years
- Bank statements/reconciliation’s 7 years
- Budgets 3 years
- Capital equipment (Life of asset) 3 years after disposal
- Checks (canceled), general 7 years
- Checks (canceled) for important payments & purchases 10 years
- Credit card statements 7 years
- Depreciation schedules Life of asset & 3 years
- Financial statements (audited - annual) Permanent
- Financial statements (interim/internal) 7 Years
- General ledger Permanent
- Grant files including billings, FSRs, correspondence and all 10 years
  other grant-related documents (3 Years after final FSR submittal)
- Insurance policies (current), accident reports, claims and policies 3 Years
- Insurance policies (expired) Permanent
- Investment manager annual reports 3 years
- Investment Policy and Agreements Permanent
- Invoices 7 years
- Invoices 7 years
- Pension/profit-sharing plans Permanent
- Pension reports 7 years

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FINANCE – CONTINUED

- Pensions paid to employees or their beneficiaries
  (after death of employee or beneficiary) 6 years
- Petty cash vouchers 3 years
- Tax return (990) 10 Years

HUMAN RESOURCES

- Annual report for 403 (b) and 5500 plan Permanent
- Employee leave records and timesheets (time off, FMLA or medical) 3 years
- Employee exposure to toxic substances or blood-borne pathogens, and medical exam results 30 years
- Employee pension records, including service, eligibility, personal information, pensions paid and plan information. 6 years
- Employee payroll and personnel record (after departure) 7 years
- Employee promotions, transfers, training, and terminations 1 year
- Employment job applications and resumes 3 years
- Employee I-9 Forms (IRCA) retained three years after employment 3 Years began or one year following termination whichever is later.
- Employment Job Advertisements and Postings 1 year
- OSHA job-related illness and injury 5 years
- OSHA training for safety and health 3 years
- Payroll and earnings records (timecards) 3 years
- Payroll tax returns and records 4 years
- Unemployment records 7 years
- Workers’ compensation and insurance claims 18 years

HAZARDOUS WASTE

- Hazardous waste disposal manifest and reports 5 years
- Laboratory Wipe Surveys 5 years

FACILITIES

- Contracts, leases and agreements (after expiration) 7 Years
- Contracts and leases still in effect Permanent
- Inventories 7 years
- Maintenance and repairs 5 years
RESEARCH

- Patents, copyrights, licenses, agreements, or 3 years after term
  bills of sale, permits, and other liabilities
- Intellectual property documentation
- Materials Transfer Agreement
- Confidentiality Disclosure Agreement
- Laboratory Research Notebooks (May be released by president)
- Manuscripts
- Publications
- Trademarks
- Royalty

Life of document
Permanent
Permanent
Permanent
Permanent
2 years
Permanent
TM plus 6 years
Life of technology
RECORDS DESTRUCTION REQUEST FORM – Log Number ______

Record Custodian: ____________________________________________________________

Date of Request: ____________________________________________________________

Name of Record: ____________________________________________________________

Age of Record: ____________________________________________________________

Should this record be microfilmed or scanned? Yes ______ No ______

Method of Destruction: Recycled _____ Trash _____ Shredded _____

Has the time requirement for retaining this record been met? Yes ______ No ______

Approval

Name: ___________________________ Title: ___________________________

I certify that this destruction has been completed.

Name: ___________________________

Date: ___________________________

A copy of this form is to be retained by the requesting employee and the original included in the Records Destruction Log on the Business Office common directory.
# Policy and Procedure

## Document Shredding

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**Policy:**

1. It is the policy of Boyce Thompson Institute, after the appropriate time period has expired (see Records Retention Policy and Records Retention Schedule), to shred sensitive documents to ensure confidentiality.

2. Sensitive documents include, but are not limited to, the following:
   - Personnel records
   - Litigation records
   - Bank statements
   - Canceled checks
   - Payroll journals and records
   - Contracts
   - Accident reports
   - Insurance claims
   - Employment applications
   - Garnishment records
**Policy and Procedure**

**Ownership of Records**

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**Policy:**

It is the policy of Boyce Thompson Institute that all records, files, and correspondence generated by employees are the property of Boyce Thompson Institute and may not be removed permanently from the business premises unless approved by the President, VP for Finance or VP for Research.