

FLORIDA REGION USA VOLLEYBALL
DOCUMENT PREPARATION, RETENTION AND DESTRUCTION POLICY
AS OF SEPTEMBER 30, 2010

This policy specifies how important documents (hardcopy, online or other media) should be prepared, protected and destroyed. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Certain documents are implied by the Internal Revenue Service to be necessary for sound corporate governance. The following sets the organization's policy regarding these topics:

1. Board of Directors review of the Form 990 prior to filing.
2. Procedures for setting the executive director's compensation and
3. Public access to governing documents, conflict of interest policy and financial statements.

FORM 990 REVIEW

Prior to filing, the entire Form 990 will be emailed to each Director with a request for acknowledgment that the email was received and that the Form 990 will be reviewed.

EXECUTIVE DIRECTOR COMPENSATION

The executive director's compensation will be reviewed and approved by the Board of Directors. Any Director with a conflict of interest involving the setting of such compensation will be excused. Such compensation will be set using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. Contemporaneous documentation and recordkeeping with respect to deliberations and decisions regarding the compensation will be maintained.

PUBLIC ACCESS TO CERTAIN DOCUMENTS

Copies of the following documents are available to the public in PDF form with a written or emailed request to the organization's offices at 15014 US Highway 441, Eustis, FL 32726 or steve@FloridaVolleyball.org:

1. Articles of incorporation as amended.
2. By-laws.
3. Conflict of interest policy
4. Form 990s for the past three years and
5. Most recent compiled annual financial statements.

RETENTION SCHEDULE

The following documents will be retained as indicated below in either manual or electronic form:

Corporate Records

Articles of Incorporation	Permanent
IRS Form 1023	Permanent
IRS Determination Letter	Permanent
By-laws	Permanent
Board policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Sales tax exemption forms	Permanent
Tax identification number letters	Permanent
Annual corporate filings	Permanent

Financial Records

Chart of accounts	Permanent
Fiscal Policies and Procedures	Permanent
Budgets	Permanent
Financial statements	Permanent
General ledger	Permanent
Check registers	7 years
Expense documents	7 years
Bank deposit slips	7 years

Cancelled checks	7 years
Invoices	7 years
Investment records	7 years
Property/asset inventories	7 years
Petty cash receipts/documents	7 years
Credit card receipts	7 years
<u>Tax Records</u>	
Form 990	Permanent
Payroll registers	Permanent
Form 1096/1099s	7 years
Payroll tax withholding records	7 years
Earnings records	7 years
Payroll tax returns	7 years
Form W-3/W-2s	7 years
<u>Personnel Records</u>	
Employee offer records	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letters of reprimand and termination	Permanent
Job descriptions	7 years after termination
Workers compensation records	5 years
I-9 Forms	5 years after termination

Time reports	3 years after termination
<u>Insurance Records</u>	
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
<u>Contracts</u>	
Employee contracts	Permanent
Legal correspondence	Permanent
Loan/mortgage contracts	Permanent
Leases/deeds	Permanent
Vendor contracts	Permanent
<u>Donations Records</u>	
Donor lists	7 years
Grant disbursements	7 years
Donor acknowledgments	7 years
<u>Management Plans</u>	
Strategic plans	Permanent
Staffing, programs, marketing, finance and other plans	Permanent
Disaster recovery plan	Permanent
<u>Document Protection</u>	

Documents will be stored in a protected environment for the duration indicated above. Computer files will be backed up as required. An inventory of documents will be kept.
Document Destruction

Hardcopy documents will be shredded. Electronic documents will be deleted by the most effective method then currently available. A list of destroyed documents will be kept.

Provision of Documentation for Investigations or Litigation

Documents requested or subpoenaed by legally authorized persons will be provided within in 5 days on order of the Commissioner. No documents will be concealed, altered or destroyed with the intent to obstruct any investigation or litigation.