



Records Retention Policy

Payroll Records consisting of time cards, pay stubs, and employee communications, evaluations, and like documents, shall be kept electronically or in hard copies for a period of Ten Years.

Real Estate Transactions and records will be kept during and for 10 years after the date of contract expiration.

All other correspondence such as, but not limited to, payable invoices and receivable documents, bank and credit card statements and general maintenance, and contracts, expenses, revenue, and any other business document will be kept as a hard copy or electronically for a period of Seven Years following any expiration dates as applies.

Anytime hard copies of records are disposed of, the process will be by shredding. An electronic record of what was shredded by date will be kept.